



**Department of Commerce**  
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# **Community Development Block Grant**

## **2013 General Purpose Grant**

### **Application Handbook**

**November 2012**

**Rogers Weed**  
Director



**WASHINGTON STATE  
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM  
2013 GENERAL PURPOSE GRANT  
APPLICATION HANDBOOK**

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# TABLE OF CONTENTS

<b>ESSENTIAL INFORMATION</b>	1
Funding Overview and Submittal Instructions	3
Project and Application Development Tips	7
Application Checklist	9
Data Consistency Matrix	10
<b>SECTION 1: FORMS AND CERTIFICATIONS</b>	11
Project Summary	13
Low- and Moderate-Income Benefit Documentation, Low- and Moderate-Income Requirements	17
Population Change Worksheet	23
Community Demographics	25
Title VI Certification	27
Resolution with Certifications of Compliance	29
Citizen Participation Documentation Form	31
Contact List	33
Floodplain Review	35
Utility Rate Analysis	37
Work Plans and Instructions	41
Budget Forms and Instructions	45
Project Budget Forms and Instructions	47
Operations Budget Forms and Instructions	51
<b>SECTION 2: NARRATIVES</b>	53
Project Description	56
Need	57
Capacity	59
Readiness	61
Results	63
Microenterprise Assistance Narratives and Budget	64
<b>SECTION 3: APPENDICES</b>	77
A. Eligibility	77
Map and List of Local Governments Served by the State CDBG Program	79
Local Governments with 51 Percent or Greater LMI Population	83
2012 Income Limits	85
Eligible Activities	89
B. Citizen Participation	97
Citizen Participation Requirements Information	98
Sample Public Hearing Notice	100
Sample Grievance Procedure	101
Public Hearing Handout – CDBG Fact Sheet (English)	103
Public Hearing Handout – Citizen Participation Regulations (English)	105
Public Hearing Handout – CDBG Fact Sheet and Citizen Participation Regulations (Spanish)	107



# ESSENTIAL INFORMATION

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This section contains details on funding levels, basic eligibility, and tips to help you make certain your submittal is competitive and complete.

- Funding Overview and Submittal Instructions
- Project and Application Development Tips
- Application Checklist

All materials are available on our website at [www.commerce.wa.gov/cdbg](http://www.commerce.wa.gov/cdbg) under General Purpose Grants/Guidance Materials.





# FUNDING OVERVIEW AND SUBMITTAL INSTRUCTIONS

This handbook provides information and forms to apply for a 2013 General Purpose Grant from the state Community Development Block Grant (CDBG) program.

## WHAT IS CDBG?

CDBG is a state administered federal grant that funds eligible local governments for priority community development projects principally benefiting low-and moderate-income persons. The General Purpose Grant is the largest fund within the state CDBG program. A summary of all 2013 CDBG fund opportunities is on the CDBG Fact Sheet in Appendix B-4.

All CDBG funded activities must meet at least one of three national objectives of the program:

- Principally benefit persons of low- and moderate-income
- Prevent or eliminate slums or blight
- Meet urgent needs posing serious and immediate threat to public health or safety. (This objective is addressed with CDBG Imminent Threat Grants.)

All applications must document the proposed project's benefit to low- and moderate-income (LMI) persons. LMI is defined as 80 percent of the county median income. If you are considering applying to eliminate slums/blight or to address an urgent need emergency, please consult CDBG staff before completing this application.

	<b>General Purpose Grants</b>	
<b>ELIGIBLE APPLICANTS</b>	<p><b>Cities and towns with less than 50,000 people and not participating in a CDBG entitlement urban county consortium; and counties with populations less than 200,000.</b> See <a href="#">Appendix A-1</a> for a map and list of local governments served by the state CDBG program.</p> <p>Subrecipients: Special purpose districts, public housing authorities, community action agencies, economic development councils, other nonprofit organizations and Indian tribes are not eligible to apply, but may be a partner in projects and subrecipient of funding through an eligible cities/town or county applicant.</p>	
<b>ELIGIBLE ACTIVITIES</b>	<ul style="list-style-type: none"> <li>• Acquisition, final design (only when part of a construction project), construction, reconstruction, or installation of public facilities and community facilities.</li> <li>• Clearance, demolition, removal, and rehabilitation of building and housing.</li> <li>• Activities in support of affordable housing.</li> <li>• Some economic development activities, such as local microenterprise assistance programs and public infrastructure directly resulting in job creation.</li> </ul> <p>A variety of activities are eligible for CDBG funding under Section 105(a) of Title I of the Housing and Community Development Act of 1974 located in Appendix A-4. The state has prioritized its General Purpose Grant funds for sewer, water and transportation activities that address public health and safety; community facilities, including facilities for the homeless and special needs populations; economic development; and affordable housing activities identified in this Act.</p>	
<b>INELIGIBLE ACTIVITIES</b>	<ul style="list-style-type: none"> <li>• New housing construction</li> <li>• Government buildings</li> <li>• Regular government operations</li> <li>• Facility maintenance/operations</li> <li>• Most equipment</li> <li>• Projects located in a Floodway</li> <li>• CDBG application preparation costs</li> </ul>	<ul style="list-style-type: none"> <li>• Preliminary engineering not included in a construction project</li> <li>• Professional services and contractors not procured following CDBG requirements</li> <li>• Most projects located in a CDBG entitlement area</li> </ul>

<b>TOTAL FUNDS AVAILABLE</b>	\$9.75 million (contingent on federal funding)
<b>MAXIMUM GRANT AMOUNTS</b>	<ul style="list-style-type: none"> <li>• \$250,000 for local microenterprise assistance programs</li> <li>• \$500,000 for local housing rehabilitation programs</li> <li>• \$750,000 for acquisition or construction projects</li> <li>• Up to \$1 million IF               <ol style="list-style-type: none"> <li>1. The local government has not received a General Purpose Grant in 5 years, OR</li> <li>2. The Affordability Index for rate-based systems is still 2.0 or higher with CDBG</li> </ol> </li> </ul>
<b>LIMIT PER HOUSEHOLD OR JOB</b>	The CDBG investment limit is \$25,000 per household or per job created/retained. For housing rehabilitation activities that include lead-based paint mitigation, the limit is \$35,000 per household.
<b>DUE DATE</b>	Must be hand delivered and received by 5 pm, or sent by first class or priority mail and postmarked by <b>January 31, 2013</b> . General Purpose Grants use an annual funding cycle.
<b>AWARD DATE</b>	May 2013
<b>NUMBER OF APPLICATIONS ALLOWED</b>	A local government can submit one application per CDBG fund per year. Exception: A local government may submit two applications if one is for microenterprise assistance.
<b>LENGTH OF BENEFIT</b>	Funded acquisition or construction activities must provide the intended benefit for at least 10 years.

### **FORMAT GUIDELINES**

To make it easier for CDBG staff to locate all parts of your application, we recommend you submit your forms, narrative statements, and attachments in the same order as presented in this Application Handbook.

Suggested labels for tabbed dividers:

1. Project Summary
2. LMI/Demographics
3. Certifications
4. Citizen Participation
5. Other forms
6. Work Plan/Budget
7. Narrative
8. Attachments

Overall formatting:

- Print Size No smaller than 12 point font
- Spacing Double space
- Page Numbering Essential for the narrative; nice for the entire document
- Total Narrative Pages Not to exceed 25
- Attachments Tabbed so raters can locate referenced material
- Source Documentation Provide as attachments. If more than two pages, summarize and note the source
- Instruction Pages Please exclude
- Binding Clip or staple in the upper left corner is sufficient

## LETTERS OF SUPPORT

Letters documenting support or participation by sectors of the community or regulatory agencies, and letters verifying contribution of resources are appropriate and should be provided as attachments in the application. Letters of support from state or federal political representatives are not necessary since they do not confirm local support nor provide additional information to determine the statewide priority of one project over another.

## NUMBER OF COPIES

FOUR total: ONE application with original signature on Project Summary, and THREE copies.

### MAILING ADDRESS

CDBG Program  
Department of Commerce  
Post Office Box 42525  
Olympia, Washington 98504-2525

### PHYSICAL ADDRESS

CDBG Program  
Department of Commerce  
1011 Plum St SE (Corner of Union & Plum)  
Olympia, WA 98504-2525  
(office is open Mon-Thurs, 7am-6pm)

## HOW ARE PROJECTS SELECTED?

The selection process has three stages: threshold review, rating and selection, and award.

### Stage 1 - Threshold Review

Commerce staff will determine if an application meets minimum requirements and may contact you to resolve threshold issues. *No new information will be requested or accepted.* Applications failing to meet threshold **will not** advance to the next stage. Incomplete applications (such as missing DUNS#, SWV#, CCR expiration date or copy of the public hearing notice) may result in a lower Capacity score. To be considered, your application must:

- Be submitted by a local government served by the state CDBG program (Appendix A-1);
- Be for an eligible activity(s);
- Demonstrate at least 51 percent of the persons to benefit have incomes at the low to moderate level according to CDBG guidelines;
- Document how and when a public hearing was conducted;
- Complete the forms in the next section and have those with signature lines signed by the chief administrative official. Only the Project Summary requires an original signature.

### Stage 2 - Rating and Selection

Applications are reviewed, rated and ranked based on the responses to questions in the Narratives Section of this handbook. A total of 100 points are available with the points distributed between the four narrative statements:

Need Statement	25 Points
Capacity Statement	25 Points
Readiness Statement	25 Points
Results Statement	<u>25 Points</u>
	<b>100 Points</b>

Applications will be evaluated and scored by review teams, grouped by project type. An application that includes coordinated activities under different project types will be evaluated as a comprehensive project type if these activities achieve greater results than if completed independently. If an application contains unrelated activities, the activities will be rated separately and the application's total score will be averaged from the points awarded to each activity.

Commerce may consult with informed third parties including local, state and federal agencies and may conduct interviews or make site visits to assist in the rating and selection process.

After scoring, the applications are ranked by total points. To break a tie, the application Need scores and then Readiness scores will be used to determine the higher ranking application. Applications receiving scores of at least 65 points are eligible for funding. The highest ranking application from each priority project category (sewer, water, transportation, community facilities, economic development, and affordable housing) receiving the 65 point minimum will be funded. Then the highest ranking applications receiving the 65 point minimum will be funded on a funds available basis.

Due to reductions in CDBG funding in 2012 and anticipated reduction for 2013, the CDBG Program Manager reserves the right to negotiate funding amounts with jurisdictions, and when appropriate, in cooperation with other funding partners.

### **Stage 3 – Award**

Commerce management considers staff recommendations and makes final funding decisions. Legislators are informed and awards are announced to recipients. Award letters are sent setting the incur cost date (no retroactive costs can be covered) and outlining the contracting process. Unsuccessful applicants are contacted and offered a debriefing.

It generally takes up to 8 weeks to execute a CDBG grant contract. Commerce offers training and technical assistance on managing a CDBG-funded project.

Any professional services contracts to be funded by CDBG must be procured following CDBG requirements, even if the procurement occurs prior to execution of the CDBG contract with Commerce.

### **CHANGES FROM 2012 APPLICATION**

- The maximum grant amount and the total amount available are reduced due to anticipated budget reductions and assessment of grant requests.
- Due date is January 31, 2013.
- A Data Consistency Matrix is provided to clarify where to provide key data throughout the application.
- Floodplain Insurance is now not required, but is still strongly encouraged, as outlined in the revised Floodplain Review form.
- Updated website links to federal and state data sources.
- The CDBG Program Income threshold has increased from \$25,000 to \$35,000, with reporting requirements strengthened.

# PROJECT AND APPLICATION DEVELOPMENT TIPS

Here are some suggestions for selecting and developing the project proposal, and for writing a competitive grant application.

**Review community priorities:** Review local planning documents such as Growth Management Comprehensive Plans, Economic Development Plans, Sewer and Water Plans and Capital Facility Plans and compare with CDBG-eligible activities. Be able to document how the proposed project is a priority within the community.

**Plan for community/citizen involvement before developing the application:** Involve citizens who represent a cross-section of the community such as local officials, special interest groups, and civic organizations. Solicit participation and input early in the development of the project to build support and eliminate potential conflicts or duplication of effort. Complete the assessment in the Citizen Participation Documentation form.



Schedule your public hearing now. During the hearing, you can consider community proposals or receive comments on the selected project.

**Establish relationship with subrecipient, if applicable:** If the local government intends to partner with a local special purpose district or nonprofit organization to implement the project, review the sample Subrecipient Agreement available on the CDBG website at [www.commerce.wa.gov/cdbg](http://www.commerce.wa.gov/cdbg) to assist in developing this partnership and to better understand the commitment and oversight responsibilities when using a subrecipient. Confirm the organization is not on the federal excluded parties list system ([www.sam.gov](http://www.sam.gov)).

**Organize your team and establish an application development plan:** Identify the tasks, key individuals, timelines for grant team meetings, and the time frames for assembly, editing, approval and obtaining official signatures, copying, and delivery of the application by the due date. Develop the project concept as a team, but have one person do the actual writing.



General Purpose Grants are due by January 31, 2013. Start with that due date and work backwards to establish your application development plan.

**Attend a CDBG application workshop and become familiar with the entire application handbook:** It is important to understand the intent, requirements, and limitations of the fund.

- The Essential Information answers the basic who, what, when, how, and why questions.
- The Forms and Certifications section includes documents to be submitted to pass the grant's eligibility threshold.
- The Narrative section provides specific questions which form the basis for scoring and ranking the applications.
- The Appendices provide background information to properly complete the forms.

**Determine how your project benefits persons with low- and moderate-incomes:** You will need to document that either the activities will benefit everyone in a lower income area or will target or limit benefit to lower income persons.



Don't assume the project will meet the CDBG low- and moderate-income documentation requirements without first reading the LMI requirements in this handbook. You may need to conduct an income survey, which is doable but takes time.

**Collect data:** Collect documentation to support facts on the project's need and urgency, supporting plans, past efforts, community demographics, local government's financial condition, and status of other funding sources.



To organize your narrative statements and ensure you are responding to all the questions, it can be useful to write out this handbook's narrative questions and then provide your answer.

**Start the SEPA and NEPA environmental review process:** There are specific CDBG requirements for the State Environmental Policy Act (SEPA) and the National Environmental Policy Act (NEPA), including a Section 106 cultural and historic resources review. The CDBG environmental review is unique in that the local government grant recipient (rather than the federal or state agency) is responsible for certifying the environmental review requirements. While you can begin the NEPA process using environmental review forms completed for other federal funding programs, the local government must still complete the CDBG steps which include additional public notices and public comment periods for projects not certified as exempt. Section 6 of the CDBG Management Handbook, available on the right side of the CDBG website: [www.commerce.wa.gov/cdbg](http://www.commerce.wa.gov/cdbg), outlines the CDBG environmental review requirements in detail and provides forms and samples.



**STOP** until the CDBG environmental review is complete. The environmental review information on the potential impacts and opportunities will influence the location, design, and timing of the project. **Begin this process as early as possible**, although in most cases the full review cannot be completed until after CDBG award.

**Meet procurement requirements:** Ensure professional services to be funded by CDBG are procured following the CDBG requirements. The unique CDBG procurement requirements are in Section 5 of the CDBG Management Handbook, available on the CDBG website at [www.commerce.wa.gov/cdbg](http://www.commerce.wa.gov/cdbg).

**Obtain site control:** The application will be more competitive if you document site control of any property required for the project. If property is acquired or if it has been occupied by anyone other than the owner over the last 12 months, contact CDBG staff to learn of early steps to document the acquisition is voluntary and no displacement will occur under the federal Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA).

**Incorporate labor standards:** If CDBG-funded, your construction contract must incorporate federal and state labor standards, including prevailing wage requirements. This could affect your construction bid timeline and budget.

**Review your Draft Application:** Allow time for review by the grant writing team and someone unfamiliar with the project. Specifics include:

- Eliminating typos and grammatical errors
- Making sure the budget and project description are consistent throughout application
- Clearly justifying budget costs
- Supporting important statements with facts and documentation
- Aligning results with need



Wait to complete/sign the Project Summary towards the end, since it contains budget information and data that may change as the application is developed.

**Consult the funding program:** The CDBG program staff is available to answer questions. The program staff contact information is listed on the title page. Application materials are also available on the CDBG website.

# APPLICATION CHECKLIST

## ARE YOU SURE?

1.	Applicant is a eligible local government	<input type="checkbox"/> YES <input type="checkbox"/> NO
2.	All activities and costs are eligible	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.	Amount requested is within maximum grant level	<input type="checkbox"/> YES <input type="checkbox"/> NO
4.	Amount requested is within the CDBG investment per household or job limits	<input type="checkbox"/> YES <input type="checkbox"/> NO
5.	Each activity principally benefits persons with low- to moderate-incomes	<input type="checkbox"/> YES <input type="checkbox"/> NO
6.	The local government is submitting only one General Purpose Grant application, unless one is for a local microenterprise assistance program	<input type="checkbox"/> YES <input type="checkbox"/> NO

## HAVE YOU INCLUDED?

1.	<b>Signed</b> and completed Project Summary form (with original signature)	<input type="checkbox"/> YES <input type="checkbox"/> NO
2.	Low- and Moderate-Income Benefit Documentation Form	<input type="checkbox"/> YES <input type="checkbox"/> NO
	<ul style="list-style-type: none"> <li>If an income survey was used, have you described the methodology, provided a copy of the survey tool, and completed the Income Survey Worksheet from the Income Survey Guide.</li> </ul>	<input type="checkbox"/> YES <input type="checkbox"/> NO
	<ul style="list-style-type: none"> <li>If an income survey was used and the resulting LMI was 51% to 60%, have you included the actual survey forms?</li> </ul>	<input type="checkbox"/> YES <input type="checkbox"/> NO
	<ul style="list-style-type: none"> <li>If HUD's 2000 Census data was used and the community is not listed in Appendix A-2, have you attached a map showing census tracts of the service area?</li> </ul>	<input type="checkbox"/> YES <input type="checkbox"/> NO
	<ul style="list-style-type: none"> <li>If HUD's 2000 Census data was used, have you included the Population Change Worksheet documenting the population changes do not result in a LMI percentage below 51%?</li> </ul>	<input type="checkbox"/> YES <input type="checkbox"/> NO
	<ul style="list-style-type: none"> <li>If Limited Clientele was used, have you described how the project exclusively benefits a special group, or the process for income qualification?</li> </ul>	<input type="checkbox"/> YES <input type="checkbox"/> NO
	<ul style="list-style-type: none"> <li>If a housing activity, have you described the processes for income qualification and ensuring occupancy?</li> </ul>	<input type="checkbox"/> YES <input type="checkbox"/> NO
	<ul style="list-style-type: none"> <li>If a job creation/retention activity, have you described the recruitment and hiring processes and included a hiring agreement?</li> </ul>	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.	Community Demographics	<input type="checkbox"/> YES <input type="checkbox"/> NO
4.	<b>Signed</b> Title VI Certification	<input type="checkbox"/> YES <input type="checkbox"/> NO
5.	<b>Signed</b> Resolution with Certifications of Compliance	<input type="checkbox"/> YES <input type="checkbox"/> NO
6.	Completed Citizen Participation Documentation form with copies of public hearing notice(s), minutes, and grievance procedure	<input type="checkbox"/> YES <input type="checkbox"/> NO
7.	Contact List	<input type="checkbox"/> YES <input type="checkbox"/> NO
8.	Floodplain Review (construction and acquisition projects)	<input type="checkbox"/> YES <input type="checkbox"/> NO
9.	Utility Rate Analysis (sewer, water and stormwater systems only)	<input type="checkbox"/> YES <input type="checkbox"/> NO
10.	Work Plan	<input type="checkbox"/> YES <input type="checkbox"/> NO
11.	Budget Forms	
	Budget Assumptions	<input type="checkbox"/> YES <input type="checkbox"/> NO
	Project Budget	<input type="checkbox"/> YES <input type="checkbox"/> NO
	Operations Budget (community facilities and fire protection facilities only)	<input type="checkbox"/> YES <input type="checkbox"/> NO
12.	Narratives	
	Project Description	<input type="checkbox"/> YES <input type="checkbox"/> NO
	Need Statement	<input type="checkbox"/> YES <input type="checkbox"/> NO
	Capacity Statement	<input type="checkbox"/> YES <input type="checkbox"/> NO
	Readiness Statement	<input type="checkbox"/> YES <input type="checkbox"/> NO
	Results Statement	<input type="checkbox"/> YES <input type="checkbox"/> NO
13.	Additional Considerations:	
	Commerce will receive the application on time	<input type="checkbox"/> YES <input type="checkbox"/> NO
	Submitted 1 original AND 3 copies of application	<input type="checkbox"/> YES <input type="checkbox"/> NO
	If persons to be served include persons from a CDBG entitlement area, the application documents how the project meets the CDBG entitlement/non-entitlement policy requirements	<input type="checkbox"/> YES <input type="checkbox"/> NO
	A readable map of the local government and service area is included	<input type="checkbox"/> YES <input type="checkbox"/> NO

## DATA CONSISTENCY MATRIX

Use this matrix to verify the data provided throughout your application is consistent. Data inconsistencies or discrepancies can reduce your application's Capacity score. The columns provide the location of each data element within the listed application documents.

Data Element	Application Document								
	Project Summary	Income Survey Worksheet (if survey conducted)	LMI Benefit Documentation, in your written description (if required by the benefit type you check)	Population Change Worksheet (if HUD Census LMI data used)	Community Demographics	Certification of Compliance	Utility Rate Analysis (if rate-based system)	Project Budget (also cost source doc)	Narrative Statements
# persons	Box 12.		X	Line 2	Line 1				Need & Results
# LMI persons	Box 12.		X						Need & Results
# households	Box 12.	Line 1 (To match Box 12. only if a recent survey)	X						Need & Results
# LMI households	Box 12.								Need & Results
LMI %	Box 12.	Line 6	X	Line 3					Need & Results
# jobs			X						Results, if econ dev
# LMI jobs			X						Results, if econ dev
Median household income							Section 1		
# connections							Section 3		Need, if sewer/water
Total project cost	Box 11.						Section 2	Totals	Capacity, Readiness & Results
CDBG request	Box 11.					"Now, Therefore.." Clause	Section 2	Source 1 Total	Capacity, Readiness & Results



# SECTION 1

## FORMS AND CERTIFICATIONS

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This section contains the following forms you **must** complete and return with your application package and instructions.

- Project Summary
- Low- and Moderate-Income Benefit Documentation
- Population Change Worksheet (if applicable)
- Community Demographics
- Title VI Certification
- Resolution with Certifications of Compliance
- Citizen Participation Documentation
- Contact List
- Floodplain Review (construction and acquisition projects)
- Utility Rate Analysis (rate-based systems)
- Work Plans and Instructions
- Budget Forms and Instructions

All materials are available on our website at [www.commerce.wa.gov/cdbg](http://www.commerce.wa.gov/cdbg) under General Purpose Grants/Guidance Materials.



## CDBG PROJECT SUMMARY

1. Grant Type:	<input checked="" type="checkbox"/> General Purpose		
2. <b>Jurisdiction:</b> Address - Mail: Address - Street: City, Zip: County: Email:		Phone:	
		Fax:	
		Fed Tax ID #:	
		SWV #:	
		DUNS #:	
		CCR Exp. Date:	
3. <b>Contact Person:</b> Address - Mail: Address - Street: City, Zip: Email:		Title:	
		Phone:	
		Fax:	
4. <b>Subrecipient:</b> Contact Person: Address - Mail: Address - Street: City, Zip: Email:		Title:	
		Phone:	
		Fax:	
		Organization	
		Category(s):	
		DUNS #:	
5. <b>Consultant:</b> Firm Name: Address: City, Zip:		Phone:	
		Fax:	
		Email:	
6. Fiscal Year:	From: _____ To: _____		
7. State Legislative District:	Congressional District:		
8. Brief Project Description:			
9. Did a CDBG Planning-Only Grant lead to this application? <input type="checkbox"/> Yes <input type="checkbox"/> No			
10. National Objective:	<input type="checkbox"/> Principally benefits low- and moderate-income persons or households. <input type="checkbox"/> Prevents or eliminates slums or blight. <input type="checkbox"/> Meets urgent community development needs that pose a serious and immediate threat to public health or safety.		

11. Project Budget Summary:	CDBG	\$	Match the Project Budget form
	CDBG Program Income	\$	
	Other Federal	\$	
	Other State	\$	
	Local Public	\$	
	Private	\$	
	<b>TOTAL</b>	\$	
12. Project Beneficiaries:	# of Persons		LMI Percentage: ____%
	# of LMI Persons		
	# of Households		CDBG Investment per Household: \$_____
	# of LMI Households		
13. How were the numbers of beneficiaries determined?  For Limited Clientele, Housing, or Economic Development Jobs activities, check Direct Benefit here:		Area Benefit	<input type="checkbox"/> Appendix A-2 HUD's Census List
			<input type="checkbox"/> HUD's Census Block Groups Data
			<input type="checkbox"/> Income Survey /Date:
		<input type="checkbox"/> Direct Benefit Only	
14. Street address, city and zip code of project:			
15. Census Tract Number(s): _____ Census Block Number(s): _____ ,			
16. Certification of Chief Administrative Official: <i>The information provided in this application is true and correct to the best of the local government's belief and knowledge and it is understood the state may verify information, and that untruthful or misleading information may be cause for rejection of this application or termination of any subsequent grant agreement.</i>			
Signature		Date	
Print Name		Title	

# PROJECT SUMMARY INSTRUCTIONS

The Project Summary should be the first page inside the cover of the application. **Every block must be accurately completed before the application is submitted.** Not completing this form slows down the Department of Commerce's processing of your application, entry into state and federal databases, and your availability to CDBG funds.

1. General Purpose is already checked, since this is the type of grant for which you are applying.
2. The applicant jurisdiction must be a non-entitlement city or county.
  - The Tax Identification number is usually a "91-" number.
  - The jurisdiction's statewide vendor (SWV) number is necessary to release funds from the state to the local government. Obtain a SWV number at:  
[www.ofm.wa.gov/isd/vendors.asp](http://www.ofm.wa.gov/isd/vendors.asp)
  - A Data Universal Number System (DUNS) number is required for each recipient of federal funds. Obtain a DUNS number at:  
[www.grants.gov/applicants/org\\_step1.jsp](http://www.grants.gov/applicants/org_step1.jsp)
  - Recipients of federal funds must renew their registration in the Central Contractor Registration (CCR) database each year using the System for Award Management (SAM), a federal website that consolidates the capabilities of the CCR/Federal Register, Online Representations and Certifications Application (ORCA), and Excluded Parties List System (EPLS). To update or renew your CCR records(s) in SAM you will need to create a SAM User Account and link it to your migrated CCR records. Obtain a SAM User Account at  
[www.sam.gov/portal/public/SAM/](http://www.sam.gov/portal/public/SAM/)
3. Provide information on the contact person, should we need more information about your application. If funded, this person will be the main contact for the CDBG contract.
4. Provide information on any subrecipient organization to benefit from the project or to receive CDBG funds to implement the project on behalf of the local government.
  - Write in which of the organization categories apply: Nonprofit (NP), Faith-Based (FB), Institute of Higher Education (HE)
  - A Data Universal Number System (DUNS) number is required for subrecipients of federal funds. Obtain a DUNS number at:  
[www.grants.gov/applicants/org\\_step1.jsp](http://www.grants.gov/applicants/org_step1.jsp).
5. Provide information on the consultant used to develop the proposal, if applicable.
6. List the month and day of the applicant's fiscal year from beginning to end.
7. List the numbers of the state and congressional districts.
8. Provide a brief project description, summarizing what is to be accomplished and the project's major components.
9. This is information to indicate which projects evolved from a Planning-Only Grant.
10. Check the applicable National Objective. It is not necessary or competitive to address more than one national objective. The third objective, Urgent Need, requires a local declaration of emergency and rarely applies to CDBG grants other than an Imminent Threat Grant.
11. Summarize the CDBG amount and funds leveraged from the application's detailed Project Budget form.
  - The CDBG amount cannot exceed the amount requested in the Resolution of Certifications of Compliance or CDBG maximum limits.
  - CDBG program income is any income generated from the use of a prior or current CDBG award that totals at least \$35,000 in a calendar year.

12. These numbers must be consistent with data used to complete the Low- and Moderate-Income Benefit Documentation and Community Demographics forms.

#### LMI Percentage

List the LMI Percentage based on the service area and type of benefit, after completing your Low- and Moderate-Income Benefit Documentation. **The LMI percentage must be at least 51%.**

#### # of Persons and Households

- For **area benefit activities**, list the estimated number of persons and households in the project service area using the service area's **current** population data.  
*NOTE: The number of persons and households from HUD's 2000 Census lists or old income surveys may not be the most current. In this case, list the more current number of persons and households in box 12. However, the LMI percentage from HUD's 2000 Census data or an income survey (as applicable) is the most current LMI Percentage for area benefit activities and is to be listed as the LMI Percentage in box 12.*
- For **limited clientele activities**, estimate the unduplicated number of persons and households to receive a direct benefit in the first 12 months of operation or by the end of the CDBG contract period.
- For **housing or job creation activities**, estimate the unduplicated number of persons and households to receive housing, services or financial assistance by the end of the CDBG contract period.
- Multiply the LMI Percentage to the # of Persons to calculate the # of LMI Persons; and multiply the LMI Percentage to the # of Households to calculate the # of LMI Households.

#### CDBG Investment per Household

- Divide the CDBG budget amount (box 11) by the # of Households (not the # of LMI Households) to calculate the CDBG Investment per Household.
13. Select how beneficiaries were determined to meet the LMI requirement. This must be consistent with your Low- and Moderate-Income Benefit Documentation form. If you completed an income survey, list the month/year of the survey.
14. Provide the street address, city and zip code where the project is to be located for federal reporting purposes. For pipe, street or other projects without a street address, list the beginning number of the project's primary street, such as 400 Main St, Anytown, 9XXXX. For non-construction activities, list the government or subrecipient office's full address where the project is being managed.
15. Provide ALL census tract and census block numbers of the project service area for federal reporting purposes. These numbers can be identified by your local or regional planning office or by accessing maps on the US Census website at [www.census.gov/geo/www/maps/DC10\\_GUBlkMap/place/dc10blk\\_st53\\_place.html](http://www.census.gov/geo/www/maps/DC10_GUBlkMap/place/dc10blk_st53_place.html)
16. This form must be signed by the local government's chief administrative official (mayor, county commission chair, county administrator, city manager, or designated local government official as authorized by the CDBG Resolution of Certifications of Compliance, as applicable). Special purpose districts are not considered a local government in the CDBG regulations.

Print the official's name and title. An original signature must be submitted.

## LOW- AND MODERATE-INCOME BENEFIT DOCUMENTATION

CDBG applications must document how each CDBG funded activity will principally benefit low- and moderate-income (LMI) persons. A project may have more than one CDBG activity and type of benefit, but most only have one. Follow the instructions on the next few pages, check the applicable box(es) on this form, and submit this form with the applicable documentation listed for your project's benefit type(s).

My project includes <b>Area Benefit</b> activities	Check all that apply
<p><b>The activity's LMI benefit is based on the list of local governments with 51% or greater LMI from HUD's 2000 Census data (Appendix A-2, page 83-84) and attached are:</b></p> <ul style="list-style-type: none"> <li>• A map of the service area; and</li> <li>• Population Change Worksheet.</li> </ul> <p>On the Project Summary, check item 13 as <i>Appendix A-2 HUD's Census List</i>.</p>	<input type="checkbox"/>
<p><b>The activity's LMI benefit is based on an income survey and attached are:</b></p> <ul style="list-style-type: none"> <li>• Income Survey Worksheet from the CDBG Income Survey Guide or the IACC Income Survey Guide;</li> <li>• A sample of the survey tool, tallying the number of responses by household size;</li> <li>• The income survey forms (copies are acceptable) if the income survey resulted in a LMI percentage between 51% – 60%; and</li> <li>• A written description of the survey process, describing how the survey universe was defined and efforts to ensure randomness.</li> </ul> <p>On the Project Summary, check item 13 as <i>Income Survey</i> and list the survey date.</p>	<input type="checkbox"/>
<p><b>The activity's LMI benefit is based on HUD's 2000 Census block group data and census maps, and attached are:</b></p> <ul style="list-style-type: none"> <li>• A list of the census tract/block groups for the service area and the LMI percentages from HUD's data; and</li> <li>• A map of the service area demonstrating the matching correlation between the service area boundaries and the census boundaries.</li> </ul> <p>On the Project Summary, check item 13 as <i>HUD's Census Block Group Data</i>.</p>	<input type="checkbox"/>

My project includes <b>Direct Benefit</b> activities	Check all that apply
<p><b>The activity's LMI benefit is based on Limited Clientele qualification and attached are:</b></p> <ul style="list-style-type: none"> <li>• A written description of:               <ul style="list-style-type: none"> <li>○ How the project exclusively benefits a HUD "presumed benefit" special group allowing you to presume a 51% LMI benefit, or</li> <li>○ Your process and income standards for qualifying households to ensure the LMI limited clientele criteria is met; and</li> </ul> </li> <li>• A best guess breakdown by very low (30%), low (50%), and moderate (80%) income levels of the total number of persons expected to benefit during the first 12 months of operation or by the end of the CDBG contract period.</li> </ul> <p>On the Project Summary, check item 13 as <i>Direct Benefit Only</i>.</p>	<input type="checkbox"/>
<p><b>Housing - the activity's LMI benefit is based on household qualification (including private side connections) and attached are:</b></p> <ul style="list-style-type: none"> <li>• A written description of your process and income standards for qualifying households and ensuring occupancy; and</li> <li>• A best guess breakdown by very low (30%), low (50%), and moderate (80%) income levels of the total number of persons expected to benefit during the project period.</li> </ul> <p>On the Project Summary, check item 13 as <i>Direct Benefit Only</i>.</p>	<input type="checkbox"/>

My project includes <b>Direct Benefit / Economic Development</b> activities	<b>Check all that apply</b>
<p><b>Microenterprise Assistance - the activity's LMI benefit is based on Limited Clientele qualification and Job Creation/Retention, and attached are:</b></p> <ul style="list-style-type: none"> <li>• A written description of your employee recruitment and hiring process and/or your process for income qualifying a microenterprise owner;</li> <li>• The estimated number of unduplicated persons to receive CDBG-funded <i>training and technical</i> assistance, and also estimated number of persons to receive CDBG-funded <i>financial</i> assistance during the project period; and</li> <li>• A best guess breakdown by very low (30%), low (50%), and moderate (80%) income levels of the total number of persons expected to benefit during the project period.</li> </ul> <p>On the Project Summary, check item 13 as <i>Direct Benefit Only</i>.</p>	<input type="checkbox"/>
<p><b>Economic Development – the activity's LMI benefit is based on Job Creation/Retention activities and attached are:</b></p> <ul style="list-style-type: none"> <li>• A written description of your employee recruitment and hiring process;</li> <li>• A LMI Employment Agreement with DUNS number from the employer; and</li> <li>• A best guess breakdown of the total number of persons expected to benefit by very low (30%), low (50%), and moderate (80%) income levels during the project period.</li> </ul> <p>On the Project Summary, check item 13 as <i>Direct Benefit Only</i>.</p>	<input type="checkbox"/>



# LOW- AND MODERATE-INCOME REQUIREMENTS

CDBG applications must document how the project will principally benefit low- and moderate-income (LMI) persons.

**LMI is defined as income up to 80 percent of the median county income by household size. Appendix A lists the 2012 LMI limits for each county, as defined by HUD.**

Based on CDBG regulations, there are four categories for LMI benefit:

- |                                   |                                         |
|-----------------------------------|-----------------------------------------|
| <b>1. Area benefit activities</b> | Direct benefit activities               |
|                                   | <b>2. Limited clientele</b>             |
|                                   | <b>3. LMI Housing</b>                   |
|                                   | <b>4. LMI Job creation or retention</b> |

**The first and very important step is to clearly determine the boundaries of the proposed service area and the population to be served.**

**Will your project benefit all residents of a community, district, or service area?**

Examples: sewer, water or street improvements, community center or fire station construction.

→ If **YES**, then it is an Area Benefit activity. Follow the Area Benefit requirements below.

→ If **NO**, then follow the Direct Benefit requirements on the following pages.

If your project includes separate activities that benefit different populations, then follow the applicable documentation requirements for each activity.

Example: You are requesting CDBG to fund public water line replacement to benefit the entire town's water system (an Area Benefit activity) and private water side connections for only low- and moderate-income households (a LMI Housing activity).

If your project is close to the descriptions provided but you are still unsure whether it principally benefits LMI, contact the CDBG program staff to discuss your proposal, confirm eligibility and determine specific documentation requirements.

## AREA BENEFIT ACTIVITIES

Area benefit is the most common type of CDBG funded activity. To be CDBG eligible, the benefit area must be primarily residential and you must document at least 51 percent of the residents are LMI persons. HUD allows two ways to document this area benefit: 1) HUD's Census data on LMI, 2) CDBG income survey.

When the service area is the local government boundaries:

Appendix A-2, page 83-84, is the list of local governments with 51 percent or greater LMI population based on HUD's 2000 Census data. If the local government is on this list, base the activity's LMI benefit on this data. However, since a decade has passed for this data, complete the Population Change worksheet to verify that changes in total population since 2000 would not potentially result in the LMI percentage dropping below 51 percent.

If HUD's 2000 Census data does not document the population is at least 51 percent LMI, OR if the Population Change worksheet results in a LMI percentage potentially dropping below 51%, then an income survey would need to be conducted.

**Required application documentation when using the 51 percent LMI list on Appendix A-2:**

- Provide a map of the service area; and
- Complete the Population Change Worksheet.

When the service area is a portion of, overlaps, or extends beyond the local government boundaries:

An income survey will need to be conducted in most cases.

1. If only applying for CDBG funds for this project, follow the CDBG Income Survey Guide available on the CDBG website at [www.commerce.wa.gov/cdbg](http://www.commerce.wa.gov/cdbg). Contact the CDBG program staff for approval to use an income survey of the same service area conducted for a previous project.
2. If applying to CDBG and other funders for an infrastructure project, you can instead choose to follow the IACC Income Survey Guide, also available on the CDBG website.

It is important to clearly establish the proposed project's service area. Since some projects for smaller service areas can be considered by the CDBG Program as a benefit to the entire community or system, get approval from CDBG program staff regarding the survey methodology before conducting an income survey.

**Required application documentation when using Income Survey data:**

- Income Survey Worksheet from the CDBG Income Survey Guide or the IACC Income Survey Guide;
- A sample of the survey tool, tallying the number of responses by household size;
- The income survey forms (copies are acceptable) if the income survey resulted in a LMI percentage between 51% – 60%; and
- A written description of the survey process, describing how the survey universe was defined and efforts to ensure randomness.

Instead of an income survey, you may be able to use HUD's 2000 Census block group data that has calculated the LMI percentage for each census tract and block group. The first step is to review census maps to establish if there is a matching correlation between the census block group boundaries and the proposed service area. These maps are available from your local planning agency or the census website at: [www.factfinder.census.gov/servlet/ReferenceMapFramesetServlet](http://www.factfinder.census.gov/servlet/ReferenceMapFramesetServlet). When the block numbers are identified, HUD's LMI percentage data for that area can be found on the CDBG website at: [www.commerce.wa.gov/cdbg](http://www.commerce.wa.gov/cdbg). On the right, under "Resources" click "2000 Census Block Group Data". Scroll down to the middle of the page under the heading "Block Group and Census Tract Data," locate your county and the applicable block groups to find the percentage for that block group.

**Required application documentation when using HUD's Census block group data:**

- A list of the census tract/block groups for the service area and the LMI percentages from HUD's data; and
- A map of the service area demonstrating the correlation between the service area boundaries and the census boundaries.

Projects proposing to use both HUD's Census data and income survey data to cover the service area

Contact the CDBG program staff to ensure this is acceptable for the project's service area based on the type and age of data proposed to be used.

Projects that potentially benefit residents of both CDBG entitlement and non-entitlement areas:

The state CDBG program may fund projects benefiting both CDBG entitlement and non-entitlement area residents (see Appendix A for the map and list of entitlement and non-entitlement local governments). Several conditions apply: At least 51 percent of the project beneficiaries must be documented as full-time residents of the non-entitlement areas and the applicant clearly documents how the state CDBG program does not fund a disproportionate level of the project costs as compared to the entitlement jurisdiction's beneficiaries. The non-entitlement applicant must certify that the project is consistent with their community development plans, and other conditions are met as outlined in the state CDBG program's Entitlement/Non-Entitlement Policy that is available upon request.

## DIRECT BENEFIT ACTIVITIES

These activities directly target services to lower income persons or benefit a limited number or specific group of people as long as at least 51 percent of those served are LMI persons (rather than everyone in an area). An activity can provide a direct benefit in any of the following ways:

### Limited Clientele

- a. **Exclusively benefit a clientele who are presumed by HUD to be principally LMI persons. These “presumed benefit” special groups include:**

- |                                                            |                    |                                           |
|------------------------------------------------------------|--------------------|-------------------------------------------|
| ➤ Abused children                                          | ➤ Battered spouses | ➤ Illiterate persons                      |
| ➤ Elderly persons                                          | ➤ Homeless persons | ➤ Migrant farmworkers                     |
| ➤ Severely disabled adults<br>(meeting Census’ definition) |                    | ➤ Persons living with the<br>disease AIDS |

If an activity is targeting persons belonging to one of the above HUD-defined special groups, it can be presumed, without requiring a survey, that the activity will be providing a 51 percent benefit to LMI persons. Using this special group presumed benefit does **not** apply to housing or job creation projects, which must meet the respective LMI Housing and LMI Jobs criteria.

Example: Construction of a senior center.

OR

- b. **Information on family size and income is available and shows at least 51 percent of the activity’s clientele meet and will continue to meet the LMI income criteria. Not applicable to hospitals or other facilities open to the general public.**

Example: Renovation of a work force training center.

OR

- c. **Income eligibility requirements limit the activity to LMI persons only.**

Example: Acquisition of a building to serve as a new Head Start Center.

OR

- d. **Be of such nature and location that it may reasonably be concluded that the activity’s clientele will primarily be LMI persons (rarely used – consult CDBG program staff).**

Example: Construction of a day care center designed to serve a public housing complex.

### **Required application documentation for Limited Clientele activities:**

- A written description of:
  - How the project exclusively benefits a HUD “presumed benefit” special group allowing you to presume a 51% LMI benefit, or
  - Your process and income standards for qualifying households to ensure the LMI limited clientele criteria is met; and
- A best guess breakdown by those at the very low (30%), low (50%), and moderate (80%) income levels of the total number of persons to benefit expected to benefit during the first 12 months of operation or by the end of the CDBG contract period.

## LMI Housing, including Private Side Connections

**Require information on household income and residency of homeowners (or renters and affordable rent levels, if applicable) to establish eligible LMI households or housing units. For multiple unit housing projects, over half of the units must benefit LMI households.**

Examples: Housing rehabilitation, including single- and multi-family residences occupied by owner or renter LMI households, and private side service utility connections.

### **Required application documentation for Housing activities:**

- A written description of your process and income standards for qualifying households and ensuring occupancy, and
- A best guess breakdown by very low (30%), low (50%), and moderate (80%) income levels of the total number of persons to benefit expected to benefit during the project period.

OR

## LMI Jobs

Given the complexity of the CDBG requirements for job creation/retention projects, we strongly recommend you contact the CDBG Program staff for further guidance.

**Assist a microenterprise (5 or fewer employees, including the owner), and the microenterprise is documented as *owned by* an LMI person(s); and/or**

**Directly result in the creation or retention of jobs at least 51 percent of which, on a full-time equivalent (FTE) basis, are documented as either *held by* LMI persons or made *available to* LMI persons.**

1. Example: Establish a revolving fund to provide access to capital (loans average less than \$25,000) for a microenterprise to upgrade necessary equipment.

### **Required application documentation for Microenterprise Assistance – Limited Clientele & Job Creation/Retention activities:**

- A written description of your employee recruitment and hiring process and/or your process for income qualifying a microenterprise owner;
- The estimated number of unduplicated persons to receive CDBG-funded *training and technical* assistance, and also estimated number of persons to receive CDBG-funded *financial* assistance during the project period; and
- A best guess breakdown of the total number of persons expected to benefit by very low (30%), low (50%), and moderate (80%) income levels expected to benefit during the project period.

### **Required application documentation for Infrastructure -Job Creation/Retention activities:**

- A written description of your recruitment and hiring process;
- A LMI Hiring Agreement with DUNS number from the employer; and
- A best guess breakdown of the total number of persons expected to benefit by very low (30%), low (50%), and moderate (80%) income levels during the project period.

***Note the following special circumstances for facilities:*** If a proposed facility project will have some space available for all service area residents and also some space for programs benefiting just lower income persons, then your application must document that at least 51 percent of the service area population meets the LMI criteria OR the percentage of total project costs to be paid with CDBG funds is no more than the percentage of space for programs benefiting just low- and moderate-income persons.

## **ACTIVITIES TO PREVENT OR ELIMINATE SLUM OR BLIGHT**

If the primary purpose of your project is to prevent or eliminate slum or blight, AND the project does not principally benefit low- and moderate-income persons, then contact the CDBG Program for further guidance on meeting this alternative national objective.

## POPULATION CHANGE WORKSHEET

*NOTE: This Population Change Worksheet is required only when HUD's 2000 Census data are being used to document area benefit.*

**Background:** Since HUD's low- and moderate-income data is based on decade-old 2000 Census data, there is concern whether this data is valid as the only documentation of the project's benefit to LMI persons. Several areas of the state have experienced significant population changes since 2000, and in some cases, these population changes could impact the community's percentage of LMI persons. HUD does not expect to complete its calculations of new low- and moderate-income (LMI) population data based on the 2010 Census/American Community Survey until early 2013.

Until the new HUD calculation of LMI census data becomes available, CDBG applicants must use this worksheet above to assess whether local population changes are significant enough to potentially impact the percentage of LMI persons in the service area. A significant population change would be a decrease in the LMI below 51%. To complete the worksheet, follow the instructions provided on each line.

1.	Enter the total population used in HUD's calculation of 2000 Census data found in Appendix A-2.	
2.	Enter the LMI percentage that HUD calculated from the 2000 Census data found in Appendix A-2.	
3.	Calculate number of LMI persons based on 2000 data. (Multiply #1 and #2)	
4.	Enter current total population in box. Use the same number used on the Community Demographics form and list the data source: _____	
5.	Determine the population increase/decrease. (Subtract #1 from #4)	
6.	Determine the percent of population increase/ decrease. (Divide #4 by #1)	
7.a.	<b>If the population has increased</b> ( $\#4 > \#1$ ), then assume this population increase (#5) is all non-LMI and calculate the estimated percentage of LMI persons for the current population. (Divide #3 by #4 )	
7.b.	<b>If the population has decreased</b> ( $\#4 < \#1$ ), then assume this population decrease (#5) is all LMI and calculate the estimated percentage of LMI persons for the current population. (Subtract #5 from #3 and divide by #4 )	

**If the applicable number 7 is at least 51%, no further action is required.**

**If the applicable number 7 is under 51%, the jurisdiction has experienced significant population change and may not be CDBG eligible unless it completes one of the two options listed below and receives CDBG approval.**

**Options:** Communities that have experienced significant population change as defined above should consider two options for verifying area benefit eligibility.

1. Conduct a new survey of the benefit area, or
2. Attach to this worksheet evidence that population growth consisted of households that are predominantly LMI. Sources could include data from the state Office of Financial Management, Employment Security, and local school districts.

CDBG staff will determine if the evidence is satisfactory during their threshold review of the application. Otherwise, the applicant will be immediately informed that an income survey will be required if the application ranks high enough to be funded.



## COMMUNITY DEMOGRAPHICS

This information is required for the CDBG federal database, used by review teams to analyze and compare similar projects, and is the basis for the following Title VI certification.

**Use the same beneficiary and population numbers throughout your application.**

Complete the applicable columns. A project may include both area benefit and direct benefit activities. See the LMI Requirements section for guidance on benefit types.

### Number of Persons

**Direct Benefit:** If no direct benefit activities, leave "Direct Benefit" column blank.

- For limited clientele activities (ex. senior center, food bank), estimate the unduplicated number of persons to receive a direct benefit in the first 12 months of operation or by the end of the CDBG contract period.
- For housing or job creation activities, estimate the unduplicated number of persons to receive housing, services or financial assistance by the end of the CDBG contract period.

**Area Benefit:**

- **All** applicants must complete the "City/town or county population" column under Area Benefit. Instructions for finding population data are below.
- **If** the project service area is *a portion of or extends beyond* the boundaries of the applicant city/town or county, complete the "Service area population" column under Area Benefit. Otherwise, leave column blank.

Hispanic/Latino and Racial Populations - Complete for each applicable column. Use current population numbers or calculate by multiplying the percentages for Hispanic and each race to your (1.) number of persons. Below are population data instructions.

Demographics	Direct Benefit	Area Benefit	
		City/town or county population	Service area population
1. Number of persons			
2. Number of Hispanic or Latino persons			
<b>Race Populations</b>			
3. White			
4. Black or African American			
5. Asian			
6. American Indian/Alaskan Native			
7. Native Hawaiian/Pacific Islander			
8. Other			
Race Total *must match number of persons			

### **For Direct Benefit Housing Activities:**

If possible, estimate this household information. If not available at the time of application, it will be collected as the units are occupied and reported at CDBG contract closeout.

	Female householder, no husband present, with dependent under 18
	Number of elderly households (62 years or older)
	Median household income

**Population Data Instructions:** Use current population data, such as local counts for small service areas or OFM 2012 population estimates for the city/town or county. Otherwise, follow the instructions below for 2010 Census/American Community Survey population and Hispanic origin/race data. These data can be found at <http://factfinder2.census.gov>.

1. Under Quick Start, insert jurisdiction name and select "race/ancestry." Then click "GO" to bring up your search results.

2. To bring up the data, in the Community Facts box;
  - under Population Estimates, click on the link to "General Demographic Characteristics," or;
  - under 2010 Census click on the link to "Population, Age, Sex, Race, Households and Housing."

Subject	Number	Percentage
<b>White</b>	<b>75,455</b>	<b>100.0</b>
Total population	75,455	100.0
One Race	73,018	96.8
White	67,712	89.9
Black or African American	405	0.5
American Indian and Alaska Native	1,073	1.4
Asian	664	0.9
Asian Indian	63	0.1
Chinese	126	0.2
Filipino	154	0.2
Japanese	60	0.1
Korean	143	0.2
Vietnamese	20	0.0
Other Asian [1]	98	0.1
Native Hawaiian and Other Pacific Islander	117	0.2
Native Hawaiian	29	0.0
Guamanian or Chamorro	32	0.0
Samoan	31	0.0
Other Pacific Islander [2]	25	0.0
Some Other Race	3,047	4.0
Two or More Races	2,437	3.2
White; American Indian and Alaska Native [3]	1,092	1.4
White; Asian [3]	374	0.5
White; Black or African American [3]	283	0.4
White; Some Other Race [3]	368	0.5
Race alone or in combination with one or more other races: [4]		
White	70,050	92.8
Black or African American	772	1.0
American Indian and Alaska Native	2,310	3.1
Asian	1,122	1.5
Native Hawaiian and Other Pacific Islander	273	0.4
Some Other Race	3,484	4.6
<b>HISPANIC OR LATINO</b>		
Total population	75,455	100.0
Hispanic or Latino (of any race)	6,527	8.7
Mexican	5,360	7.1
Puerto Rican	135	0.2
Cuban	32	0.0
Other Hispanic or Latino [5]	1,000	1.3
Not Hispanic or Latino	68,928	91.3

3. Scroll down to find the information you need to fill in on the Community Demographics form. All applicants must list the population by RACE, as highlighted in this example.

Note: The Hispanic and race percentages (seen in the right-hand column in the image here) can be multiplied by the number of persons (Item #1 in the Community Demographics form) to calculate the Hispanic and Race Populations breakdown requested.



# TITLE VI CERTIFICATION

The (city/county) of \_\_\_\_\_ assures and certifies compliance with the following laws and regulations:

**Title VI of the Civil Rights Act of 1964, which states:**

“No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.”

**Section 1.4(b)(2)(I) of the regulations of the Department of Housing and Urban Development issued pursuant to Title VI which require:**

“A recipient, in determining the types of housing, accommodations, facilities, services, financial aid, or other benefits which will be provided under any such program or activity, or the class of persons to whom, or the situations in which, such housing, accommodations, facilities, services, financial aid, or other benefits will be provided under any such program or activity, or the class of persons to be afforded an opportunity to participate in any such program or activity, may not, directly or through contractual or other arrangements, utilize criteria or methods of administration which have the effect of subjecting persons to discrimination because of their race, color, national origin, or have the effect of defeating or substantially impairing accomplishment of the objectives of the program or activity as respect to persons of a particular race, color, or national origin.”

**1. For the project proposed in this application for CDBG funds, the minority populations reported on the application’s Community Demographics are:**

\_\_\_\_\_ Scattered throughout the community.

\_\_\_\_\_ Scattered throughout the community, with concentrations in the following areas or neighborhoods:

\_\_\_\_\_ Concentrated in the following areas or neighborhoods:

**2. The following opportunities were provided to protected groups to participate in and comment on the design of activities to be undertaken as part of this project (check all that apply):**

\_\_\_\_\_ Public hearing to review community development and housing needs

\_\_\_\_\_ Community meeting(s)

\_\_\_\_\_ Community survey

\_\_\_\_\_ Apply to be on a wait list for direct assistance

\_\_\_\_\_ Other:

**3. Will all residents of the service area benefit from this CDBG project?**

\_\_\_\_\_ Yes, all residents of the service area will benefit from the CDBG project. Go to 6.

\_\_\_\_\_ The following protected group(s) or minority populations residing in the area will not benefit from the CDBG project:

**4. The above populations that will not benefit from this CDBG project:**

- ☐ Will receive similar services provided through existing programs. Go to 6.  
☐ Do not receive similar services provided through existing programs. (*Brief explanation*)

**5. For those protected groups that will not benefit from this CDBG, nor will receive similar services, the following plan identifies a timetable for providing such services in the future.**

- ☐ No such services are planned for the following reasons: (*Brief explanation*)  
☐ Plan and timetable:

**6. The following steps will be taken to ensure benefits from the CDBG project are offered to all residents and protected groups within the community: (check all that apply)**

- ☐ Protected groups will be informed of the opportunity to apply for direct assistance program funded by CDBG.  
☐ Protected groups will be informed of the availability of programs to be located in a CDBG funded facility.  
☐ A community meeting will be held to inform all residents of benefits resulting from the CDBG project.  
☒ Required: A final public hearing to receive comment on the CDBG project is required and will be conducted with outreach and accommodation for non-English speaking residents, if applicable.  
☐ Other:

\_\_\_\_\_  
Signature of Certifying Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Certifying Official

This form must be signed by the Chief Administrative Official (mayor, county commission chair, county administrator, city manager, or designated official as authorized by the CDBG Resolution of Certifications of Compliance). Please clearly state the official's name and title.

## **SAMPLE RESOLUTION WITH CERTIFICATIONS OF COMPLIANCE**

WHEREAS, *(Insert name of city, town, or county here)* is applying to the state Department of Commerce for funding assistance;

WHEREAS, it is necessary that certain conditions be met as part of the application requirements;

WHEREAS, *(Insert the name of chief administrative official and title here)* is authorized to submit this application to the State of Washington on behalf of (name of city, town, or county);

NOW, THEREFORE, be it resolved that the *(Insert the name of city, town, or county here)* authorizes submission of this application to the state Department of Commerce to request \$ (amount of funding requested) to (project description), and certifies that, if funded, it:

Will comply with applicable provisions of Title I of the Housing and Community Development Act of 1974, as amended, and other applicable state and federal laws;

Has provided opportunities for citizen participation comparable to the state's requirements (those described in Section 104(a)(2)(3) of the Housing and Community Development Act of 1974, as amended); and has complied with all public hearing requirements and provided citizens, especially low- and moderate-income persons, with reasonable advance notice of and the opportunity to present their views during the assessment of community development and housing needs, during the review of available funding and eligible activities, and on the proposed activities;

Has provided technical assistance to citizens and groups representative of low- and moderate-income persons that request assistance in developing proposals;

Will provide opportunities for citizens to review and comment on proposed changes in the funded project and program performance;

Will not use assessments against properties owned and occupied by low- and moderate-income persons or charge user fees to recover the capital costs of CDBG-funded public improvements from low- and moderate-income owner-occupants;

Will establish a plan to minimize displacement as a result of activities assisted with CDBG funds; and assist persons actually displaced as a result of such activities, as provided in the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended;

Has adopted or will adopt a policy(s) to reduce greenhouse gas emissions in accordance with RCW 70.235.070 and certifies this project will adhere to this policy(s).

Will conduct and administer its program in conformance with Title VI of the Civil Rights Act of 1964 and the Fair Housing Act; will affirmatively further fair housing (Title VIII of the Civil Rights Act of 1968); has adopted (or will adopt) and enforce a policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in nonviolent civil rights demonstrations; and has adopted (or will adopt) and implement a policy of enforcing applicable state and local laws against physically barring entrance to or exit from a facility or location that is the subject of such nonviolent civil rights demonstration within its jurisdiction, in accordance with Section 104(1) of the Title I of the Housing and Community Development Act of 1974, as amended; and

*(Insert name of city, town, or county here)* designates *(Insert name of city manager, county administrator, mayor here)* as the authorized Chief Administrative Official and the authorized representative to act in all official matters in connection with this application and *(Insert the name of city, town or county here)*'s participation in the State of Washington CDBG Program.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

Attested \_\_\_\_\_ Date \_\_\_\_\_

## RESOLUTION WITH CERTIFICATIONS OF COMPLIANCE INSTRUCTIONS

The applicant's local legislative body must pass a resolution authorizing the chief administrative official to submit the CDBG application to the Department of Commerce and certifying compliance with state and federal laws and specific program requirements. Visit the CDBG website at [www.commerce.wa.gov/cdbg](http://www.commerce.wa.gov/cdbg) under the Management Handbook webpage for the current CDBG contract terms and conditions in section one.

Access the electronic version of this resolution on the CDBG website under the General Purpose Grant webpage, or retype the sample and insert the local and project specific information as indicated. This resolution may be reformatted to meet the local government's requirements for official resolutions. Do not change the wording of the clauses without prior approval from the CDBG program staff.

### Amount Requested

**The CDBG amount you list in the resolution must not be less than the actual CDBG amount requested in the application budget.** It is recommended this resolution be adopted after the CDBG amount to be requested is finalized.

### Greenhouse Gas Emission Policy

The Legislature passed ESSSB 5560 during the 2009 Session which requires competitive state infrastructure funding programs to take into consideration the reduction of Greenhouse emissions in the selection process. Example Greenhouse Gas Emission Policies and additional information about Green Building can be found on our website at: [www.commerce.wa.gov/cdbg](http://www.commerce.wa.gov/cdbg) under General Purpose Grants/Guidance Materials.

**!** Projects that are **not capital construction** can choose to take out the greenhouse gas emission clause from the certifications template: "Has adopted or will adopt a policy(s) to reduce greenhouse gas emissions in accordance with RCW 70.235.070 and certifies this project will adhere to this policy(s)."

### Signature

**The resolution must be signed by the authorized chief administrative official, and a signed copy must be included with the application.** The chief administrative official is the mayor, county commission chair, county administrator or city manager.

### If Funded

If funded, Commerce will collect the following documents as identified in these certifications prior to executing a CDBG contract:

1. Residential Anti-Displacement and Relocation Assistance Plan
2. Excessive Force Policy
3. Greenhouse Gas Emissions Reduction policy (if applicable)

Samples of these documents are available on the CDBG website or upon request.

A resolution that references another project submitted previously for CDBG funding will not be accepted. Using a version of the certifications of compliance from a prior year CDBG application handbook may not be accepted.

## CITIZEN PARTICIPATION DOCUMENTATION

At least one public hearing must be conducted by the city/town or county applicant prior to submitting the CDBG application. The public hearing is to obtain citizens' views on community development and housing needs and to receive input on proposed projects under consideration for CDBG funding.

Complete this form by following the steps below to meet the CDBG citizen participation requirements and submit with your CDBG application.

- Check all **Yes** or **No** statements. Check **No** if not applicable.
- Other than the assessment steps, there must be a **Yes** answer for each step to meet the CDBG citizen participation requirements.
- Further instructions, such as paths to census data, are located at the end of Appendix B-1.
- **Attach** the required documentation to this form with your CDBG application.

PUBLIC HEARING STEPS		
ASSESSMENT	YES	NO
<p>There is a significant number of non-English speaking residents in the community to require additional outreach steps for the public hearing.</p> <p>1. Using current census data for the local government, locate the percentage of population that speaks English less than "very well." If it is more than 10%, it is reasonable to expect non-English speaking residents could be interested in the public hearing, so check <b>Yes</b>. Otherwise, go to 2.</p> <p>2. If the beneficiaries of the proposed project will be largely non-English speaking residents (such as a child care facility for farmworker families), then it is reasonable to expect non-English speaking residents could be interested in the public hearing, so check <b>Yes</b>. Otherwise check <b>No</b>.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>If you check <b>No</b> based on other reasons, state them here:</p>		
NOTICE DEVELOPMENT	YES	NO
<p>Develop the CDBG public hearing notice by one of the following steps</p> <p>1. I used the CDBG notice sample in Appendix B-2.</p> <p>2. I received CDBG approval to use a notice with other wording than the CDBG sample.</p>	<input type="checkbox"/>  <input type="checkbox"/>	<input type="checkbox"/>  <input type="checkbox"/>
<p>The public hearing notice states the hearing room is handicap accessible and accommodations for persons with special needs will be made upon request.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Because I answered YES under the ASSESSMENT step above, the notice states an interpreter will be available (<i>even without advance request</i>).</p>	<input type="checkbox"/>	<b>N/A</b> <input type="checkbox"/>

ADVERTISEMENT	YES	NO
The notice is advertised at least one week prior to the hearing date. List public hearing notice date(s): _____	<input type="checkbox"/>	<input type="checkbox"/>
The notice meets local public hearing notice requirements (newspaper, official on-line source).	<input type="checkbox"/>	<input type="checkbox"/>
Because I answered YES under the ASSESSMENT step above, the notice was advertised in the alternate language (check <b>at least one</b> of the following steps): 1. The notice in the alternative language was published in a newspaper or official on-line source. 2. The public hearing was announced on radio or television station in the alternate language. 3. The notice in the alternate language was posted at location(s) frequented by non-English speaking residents. List location(s): • _____ • _____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	N/A <input type="checkbox"/> <input type="checkbox"/>
Residents, especially LMI residents, of the areas in which CDBG funds are proposed to be used were encouraged to participate and provide input.	<input type="checkbox"/>	<input type="checkbox"/>
CONDUCTING THE PUBLIC HEARING	YES	NO
The public hearing was held within 18 months of the date the CDBG application was submitted. List public hearing date: _____	<input type="checkbox"/>	<input type="checkbox"/>
The public hearing was conducted by the applicant local government.	<input type="checkbox"/>	<input type="checkbox"/>
Minutes of the public hearing were taken.	<input type="checkbox"/>	<input type="checkbox"/>
Both of the following required CDBG handouts were distributed at the public hearing. 1. CDBG Program Fact Sheet 2. CDBG Citizen Participation Regulations	<input type="checkbox"/>	<input type="checkbox"/>
Because I answered YES under the ASSESSMENT step above, alternate-language versions of the required handout were provided.	<input type="checkbox"/>	N/A <input type="checkbox"/>
<i>Spanish versions of the handouts are available in Appendix B-6 and on the CDBG website.</i>		
CITIZEN PARTICIPATION DOCUMENTATION	YES	NO
A copy of the public hearing notice's affidavit of publication OR a copy of the actual published notice from the newspaper is attached.	<input type="checkbox"/>	<input type="checkbox"/>
Because I answered YES under the ASSESSMENT step above, documentation of the outreach steps taken for non-English speaking residents (such as a copy of the translated notice from the newspaper or public hearing posters in the alternate language) is attached.	<input type="checkbox"/>	N/A <input type="checkbox"/>
The public hearing minutes are attached.	<input type="checkbox"/>	<input type="checkbox"/>
<i>If the official minutes are not available by the CDBG application due date, instead include a statement from the clerk indicating when the minutes will become available and send the minutes as soon as possible.</i>		
A copy of the local government's adopted Grievance Procedure is attached.	<input type="checkbox"/>	<input type="checkbox"/>
<i>A Grievance Procedure sample and instructions are in Appendix B-3. .</i>		
The CDBG Certifications of Compliance have been signed certifying the citizen participation requirements have been met.	<input type="checkbox"/>	<input type="checkbox"/>

## CONTACT LIST FOR PARTNERS AND INTERESTED PARTIES

[illegible]

Provide this information to document participation of all appropriate partners in project development and to supply contact information for potential consultation by the CDBG program.





## FLOODPLAIN REVIEW

For all construction and acquisition projects

Flood maps are available online at <http://msc.fema.gov>, or contact your county or regional planner to answer these questions.

a. Will the proposed project be located in a floodway?

☐ YES ☐ NO

**If the answer to (a.) is YES - STOP.** CDBG funds cannot be used for projects located in a floodway. Contact the CDBG program staff for further information.

b. Will the proposed project be located in a floodplain or affect a floodplain?

☐ YES ☐ NO

If yes, will it be in a ☐ 100 year floodplain? ☐ 500 year floodplain?

**Note:** If funded, the 8-step procedure for making determination on floodplain management must be followed during the NEPA environmental review (see Section 6 of the CDBG Management Handbook on the CDBG website at [www.commerce.wa.gov/cdbq](http://www.commerce.wa.gov/cdbq)).

**If the answer to (b.) is YES,** the local government is strongly encouraged to enroll in the National Floodplain Insurance Program for:

- **Any facility located in or affecting a 100 year floodplain**
- **Any facility located in a 500 year floodplain that would result in a Critical Action**

**Critical Action:** Defined as any activity for which even a slight change of flooding would be too great, because such flooding might result in loss of life, injury to persons, or damage to property. The critical action standard applies to the proposed use of HUD assistance to structures or facilities located within the 500-year floodplain, when the structures or facilities are likely to contain occupants who may not be sufficiently mobile to avoid loss of life or injury during flood or storm events. Examples include senior housing/facilities, shelters, health facilities, schools, and emergency facilities. FEMA regulations at 44 CFR 60.22 (Planning Considerations) advise communities which are adopting and implementing the floodplain management criteria of the National Flood Insurance Program.

**Grant-writing suggestion:** Attach documentation of enrollment to demonstrate the local government's increased capacity to operate and maintain a CDBG-funded facility. The Municipal Services Research Center provides information on enrollment, including a Washington Model Flood Damage Prevention Ordinance.

**Note:** Other state and federal funding partners in your project may **require** enrollment in the National Floodplain Insurance Program.



# UTILITY RATE ANALYSIS

Fill out this form for RATE-BASED systems (sewer, water stormwater). For projects involving more than one system please fill out separate forms for each system.

This form is available on-line at: [www.commerce.wa.gov/cdbg](http://www.commerce.wa.gov/cdbg) and when filled in, will calculate the Affordability Index for your project. If you prefer CDBG staff to determine the affordability index for your project, fill in and submit this form. Otherwise, complete and attach a copy of the on-line version.

Section 1: General Information		Applicant's Answer				
Name of Applicant Jurisdiction						
Name of Subrecipient						
Utility System Type (sewer, water, or stormwater)						
Median Household Income (MHI) (See Instructions)						
Source of MHI (ACS, OFM, Census/CPI, Income Survey)						
Section 2: Project Information		Applicant's Answer				
Total Estimated Project Cost		\$				
CDBG Request Amount		\$				
Other Proposed Funding Sources – List below (include secured funding or applications in progress)		Loan Rate	Loan Term	Amount		
Loan 1:				\$		
Loan 2:				\$		
Loan 3:				\$		
Grant 1:					\$	
Grant 2:					\$	
Local government and/or subrecipient contribution					\$	
Section 3: Demographic and Rate Information		Applicant's Answer				
Demography		2012	2013E	2014E	2015E	2016E
Total Number of Active Residential Connections						
Total Number of Active Commercial Connections						
Total Number of Other Connections (e.g. vacant lots)						
Total Number of Equivalent Residential Units (ERU)						
Rate Information		Source of rate estimates:				
Ave. Monthly Residential Base Rate per ERU						
Additional Residential Rate per 100 cubic feet (CF)						
Ave. Monthly Cubic Feet (CF) Consumption per ERU						
CURRENT RATE – Ave. Monthly BEFORE this Project						
Loan Analysis		To be completed on-line or by CDBG staff				
Rate Analysis		To be completed on-line or by CDBG staff				
Affordability Index (AI) Analysis		To be completed on-line or by CDBG staff				



# INSTRUCTIONS FOR UTILITY RATE ANALYSIS

This is a tool to help CDBG staff analyze financial need. Use one form for each system type. (If your project includes both a sewer and a water system, complete one form for sewer and one for water.) We recommend you complete this form using the updated on-line version at [www.commerce.wa.gov/cdbg](http://www.commerce.wa.gov/cdbg) under Guidance Materials, and then copy and submit that form. Using the on-line version will allow you to consider the on-line analysis and Affordability Index that is calculated.

## Section 1: General Information

Applicant jurisdiction: Name of city, town or county applying for grant.

Subrecipient (if applicable): Name of subrecipient which will benefit from the project.

Utility System Type: List the type of system (sewer, water or stormwater) to be funded at least in part by the grant.

Median household income: ***Wait for the new MHI data that will become available by the end of November 2012.*** Determine your median household income, using OFM's 2012 MHI county data, the 2012 MHI/Consumer Price Index estimates, the American Community Survey (ACS) 5-year estimate of MHI (Ecology SFY 2014 Funding Guidelines), or an approved income survey. These estimates and income survey guidelines are available on the CDBG website or click on "**this link**".

If an approved income survey was conducted to establish the median household income for the service area, list the survey's MHI. Under Source of MHI, write "income survey" along with the survey date.

## Section 2: Project Information

List total estimated project cost. It should match your CDBG application's Project Budget. The source of these costs and cost detail must be explained in the application's Project Budget Assumptions.

List all loans by source, dollar amount, loan rate and loan rate term. If your project has more than 3 different loan sources, you can combine more than one per line and add amounts together if they have similar loan rates and terms. If they don't, contact CDBG staff for assistance.

List all grant sources and grant amounts. If your project has more than 2 different grant sources, you can combine more than one per line and add amounts together.

List local government and/or subrecipient contribution (you can combine them).

List the CDBG request.

## Section 3: Demographic and Rate Information

Under Demography, list total number of residential, commercial and other connections for the sewer, water or stormwater project's benefit area for 2012. Estimate the number of connections per type of connection for 2013 through 2016.

List the number of equivalent residential units (ERU). ERU stands for the equivalent amount of storm water runoff, water used or sewage flowing from an average single family residential unit.

Under Rate Information, list rate information that is consistent with your facility and system plans. List the source of rate estimates.

List the average monthly residential base rate charged for the service and any approved increased rates for the next 4 years.

List the additional residential rate per 100 cubic feet of sewer, water or stormwater.

List the average monthly cubic feet consumption per equivalent residential unit (ERU).

List average monthly rate per ERU before debt service for the project (if applicable).

## Analysis Section

**Loan Analysis:** Once the information has been entered, the tool will automatically calculate the annual loan payment and monthly debt service per ERU for each loan.

**Rate Analysis:** This section will show:

The current average monthly rates for the 5-year time period from 2012 through 2016.

The estimated NEW RATE which is the current rate plus the total cost of the project without grants or local contribution.

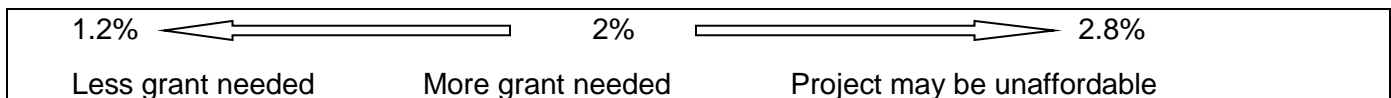
The estimated NEW RATE above, with local contribution and grants added in, except for CDBG.

The estimated NEW RATE after the requested CDBG amount is factored in.

**Affordability Index (AI) Analysis:**

*The affordability index analysis is being used by Washington state infrastructure funding agencies to help determine financial need. CDBG partnered with the Public Works Board to develop this form and analysis which is based on the Environmental Protection Agency's definition of an Affordability Index - the percent of monthly household income dedicated to utility services.*

**An Affordability Index (AI) of 2% is used as a target to indicate financial need for a grant.**



**In the last shaded portion of the Utility Rate Analysis form, the tool will calculate the following:**

- The median household income (MHI) is estimated the next 4 years using a Consumer Price Index of 3%, compounded annually.
- The CURRENT Affordability Index (AI) is calculated based on the average monthly rate per ERU before the project's costs are included.
- The estimated NEW Affordability Index is based on current rates plus the total cost of the project.
- The estimated NEW Affordability Index is calculated based on current rates, total cost of the project plus local contributions and grants except for CDBG.
- The estimated NEW Affordability Index is calculated based on all available funding listed including the requested CDBG amount.

# WORK PLAN

When do you expect tasks to be completed? Please list month and year.

*You can use the "Other" lines or insert lines for additional tasks. If your project will involve more than one bid/construction process, add additional lines for each construction phase. If your project is for local microenterprise assistance, there is a customized work plan and instructions located before the Appendices to be used for microenterprise assistance applications.*

Tasks	Responsible Party	Start Date	End Date
Establish administrative systems			
Negotiate and execute CDBG contract with Commerce			
Establish Subrecipient Agreement, if applicable			
Procure professional services			
Obtain site control			
Complete cultural/historical resources review			
Complete NEPA/SEPA environmental review (including requesting FONSI for release of funds)			
Complete architectural/engineering design			
Obtain regulatory agency approval (if applicable)			
Obtain permits			
Prepare bid documents/solicit bids			
Award construction contract			
Start construction			
Submit First Week Labor Standards Package			
Monitor subrecipient (if applicable)			
Complete construction			
Complete civil rights requirements			
Conduct final public hearing			
Project in use – occupancy			
Schedule audit			
Close out CDBG contract			
Other:			
Other:			

# WORK PLAN INSTRUCTIONS

Task	Instructions
Establish administrative systems	Set up file system, identify responsible parties for managing different aspects of the grant
Negotiate CDBG contract with Commerce	Typically takes at least 8 weeks for negotiation and to obtain signatures from the jurisdiction and Commerce management.
Establish Subrecipient Agreement, if applicable	Subrecipients are organizations that will receive CDBG funds to implement the project on behalf of the local government and will benefit from the funds. Examples include public utility districts, economic development agencies, or community action agencies. A sample subrecipient agreement is available on the CDBG website.
Procure professional services	Professional services consultants including engineers, architects and project managers, must be procured following CDBG procurement requirements to be funded by CDBG. Because of CDBG timing requirements, you may choose to fund professional services with non-CDBG funds.
Obtain site control	List the responsible party. Projects without site control will potentially score lower than projects with site control at the time of application.
Complete cultural/ historical resources review	The CDBG environmental review includes the local government's certification and request for release of funds to the CDBG program. NEPA reviews completed for other federal funds will still require this CDBG step, which can take up to 6 weeks for projects that are not exempt.
Complete NEPA/SEPA environmental review	
Complete architectural or engineering design	Estimate time necessary prior to bidding to complete design.
Obtain regulatory agency approval (if applicable)	List the responsible party and approvals needed.
Obtain permits	Estimate when local land use and building permits will be obtained, and any state and federal permits that may require additional time. The Office of Regulatory Assistance at <a href="http://www.ora.wa.gov/resources/questionnaire.asp">www.ora.wa.gov/resources/questionnaire.asp</a> can assess the necessary environmental permits for your specific project.
Prepare bid documents/solicit bids	List the responsible party. All CDBG funded construction projects must include federal procurement and labor standards requirements. If the project will involve more than one construction phase and construction contract, add task lines for each bid/award/construction process.
Award construction contract	This will occur after CDBG grant contract has been executed and NEPA/SEPA have been completed, including public review process.
Start construction	Estimate when construction will begin. If it is in the winter, explain in the narrative how this is achievable.
Submit First Week Labor Standards Package	List the responsible party. Commerce will provide a grants management handbook with the labor standards forms to be submitted.
Monitor subrecipient	The local government applicant is responsible for monitoring its subrecipient.
Complete construction	Estimate when construction will be complete.
Complete civil rights requirements	CDBG civil rights requirements include adopting a Fair Housing Resolution, documenting ADA compliance, and ensuring no discrimination in CDBG activities.
Conduct final public hearing	List the responsible party. Estimate when the required final CDBG public hearing to review project performance will be scheduled.
Project in use	Estimate when the project benefit will be achieved, such as building occupancy, utility in service, housing rehabilitation loans closed, etc.
Schedule audit	If audit costs are incurred during the CDBG contract period and are listed in the Project Budget, CDBG funds can pay for this.
Close out CDBG contract	Date when all financial and contractual requirements will be met.



## WORK PLAN - FOR LOCAL ASSISTANCE PROGRAMS

Examples include housing rehabilitation assistance and microenterprise assistance programs.

When do you expect activities to be completed? Please document month and year.

*You can use the "Other" lines or insert lines for additional tasks.*

Tasks	Responsible Party	Start Date	End Date
Establish administrative systems			
Negotiate CDBG contract with Commerce			
Establish Subrecipient Agreement, if applicable			
Procure professional services, if applicable			
Complete NEPA/SEPA environmental review			
Develop the local assistance program policies and procedures			
Conduct outreach and market assistance program			
Provide training and technical assistance			
Review loan applications, determine eligibility, conduct underwriting, and process loans			
Submit quarterly and final beneficiary data			
Monitor subrecipient (if applicable)			
Complete civil rights requirements			
Track program income, if applicable			
Conduct final public hearing			
Schedule audit			
Close out CDBG contract			
Other:			
Other:			
Other:			
Other:			

## WORK PLAN INSTRUCTIONS - FOR LOCAL ASSISTANCE PROGRAMS

Task	Instructions
Establish administrative systems	Set up file system, identify responsible parties for managing different aspects of the grant
Negotiate CDBG contract with Commerce	Typically takes at least 8 weeks for negotiation and to obtain signatures from the jurisdiction and Commerce management.
Establish Subrecipient Agreement, if applicable	Subrecipients are organizations that will receive CDBG funds to implement the project on behalf of the local government and will benefit from the funds. Examples include public utility districts, economic development agencies, or community action agencies. A sample subrecipient agreement is available on the CDBG website.
Procure professional services	Professional services consultants including engineers, architects and project managers, must be procured following CDBG procurement requirements to be funded by CDBG. Because of CDBG timing requirements, you may choose to fund professional services with non-CDBG funds.
Complete NEPA/SEPA environmental review	The CDBG environmental review requirements include the local government's certification that the economic development activities are categorically excluded. A second tier review will be required for any activities outside the original determination (such as loans for construction activities).
Develop the local assistance program policies and procedures	They must incorporate CDBG requirements and include the low- and moderate-income eligibility qualification process.
Conduct outreach and market assistance program	Eligible outreach and marketing costs are only those directly related to the CDBG funded activity.
Provide training and technical assistance	Microenterprise: Can include advice and business support services (such as developing business plans and entrepreneur training) to owners of microenterprises and persons developing microenterprises.
Review loan applications, determine eligibility, conduct underwriting, and process loans	Initial loan amounts generally not to exceed \$25,000.  Microenterprise: Provisions of credit for the establishment, stabilization, and expansion of CDBG eligible microenterprises.
Submit quarterly and final beneficiary data	Microenterprise: Includes reporting the number and types of jobs created/retained, DUNS number of each assisted business, ethnicity/race and income information of persons served, and funds leveraged.
Monitor subrecipient	The local government applicant is responsible for monitoring its subrecipient.
Complete civil rights requirements	CDBG civil rights requirements include adopting a Fair Housing Resolution, documenting ADA compliance, and ensuring no discrimination in CDBG activities.
Track program income, if applicable	Program income is any income generated from the use of CDBG funds that totals at least \$35,000 in a calendar year. Program income not used to sustain the activity generating the income must be used for another CDBG eligible activity by the local government grant recipient.
Conduct final public hearing	List the responsible party. Estimate when the required final CDBG public hearing to review project performance will be scheduled.
Schedule audit	If audit costs are incurred during the CDBG contract period and are listed in the Project Budget, CDBG funds can pay for this.
Close out CDBG contract	Date when all financial and contractual requirements will be met.

# BUDGET FORMS AND INSTRUCTIONS

There are three budget components in this application:

1) Budget Assumptions	Required for <b>all</b> project types
2) Project Budget	Required for <b>all</b> project types
3) Operations Budget	Required for community facility and fire protection facility projects <b>only</b>

## BUDGET ASSUMPTIONS INSTRUCTIONS

There is no specific format for providing the budget assumptions, but they are an important element of your application and should clearly correspond with the amounts listed in budget forms. This is your opportunity to demonstrate you have clearly thought through all financial aspects of the project and have solid rationale for the administration, project and operation costs and the need for CDBG investment to make the project successful.

**For microenterprise assistance applications:** There is a separate set of narrative statements with a customized budget located before the Appendices to be used for microenterprise assistance applications. Similar questions are used for all project types.

### Project Budget Assumptions

Explain how you built the budget for the project, explaining how you derived costs for each activity cost on the budget form. Your assumptions should include:

- How this budget is reasonable and appropriate considering the scope, substance, and duration of the proposed project.
- The basis and assumptions behind both the administration and the construction-related activity cost calculations. Be detailed and specific.
- State source material, including engineer estimates and Facility Plans.
- Explain any cost discrepancies between this Project Budget and budgets submitted to other funders for the same project.
- Detail on any equipment purchases using CDBG funds over \$300.
- Source documentation of the costs, such as an engineer's preliminary cost detail. If lengthy, these documents can be referenced and included as an attachment in the application.

### Operations Budget Assumptions

Provide the general data sources behind financial projections and show how you will continue to operate the facility and provide services after the project is complete.

Add pages as needed to complete your assumptions.

PROJECT BUDGET					
Funding Status	Source 1	Source 2	Source 3	Source 4	Totals
Are the sources committed? If not, give a date when commitment expected.	CDBG	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Activity Costs</b>					
General Administration					
Project Administration					
Environmental Review					
Architectural Fees					
Engineering Fees					
Acquisition					
Relocation					
Sewer Improvements					
Water Improvements					
Private Water/Sewer Side Connections					
Street and Sidewalk Improvements					
Community Facility					
Fire Protection Facility					
Housing Rehabilitation					
Architectural Barrier Removal					
Commercial/Industrial Facility					
ED Revolving Loan Fund					
Other:					
Other:					
<b>Totals</b>					

***Use a second copy of this form if you have more than 4 funding sources***

# PROJECT BUDGET FORM INSTRUCTIONS

Provide the total budget of the proposed CDBG project, subdivided by activity costs. Request only the level of funding needed to carry out the project. The grant request must be sufficient either by itself or included with other proposed funding sources to assure effective administration and completion of the proposed project within the contract period.

**Source** - List the allocation of CDBG funds among activity costs in the Source 1 column. One recommended approach is to target CDBG funds towards fewer activities, limiting the need to meet federal procurement and fund tracking requirements. An example would be for CDBG to fund only construction and not engineering. For local budgeting purposes, the Catalog of Federal Assistance (CFDA) number for the state CDBG program is 14.228.

State the name of another funding source in each column and list its allocation among the activity costs. Generally, Source 2 should be the local government's contribution, including in-kind resources.

Consider limiting the number activity costs and professional services and construction contracts to be funded by CDBG, since the CDBG procurement and financial management requirements are more complicated if CDBG funds are spread across several activity costs.

**Funding Status** - For each funding source, indicate whether there is a firm funding commitment or, if not, when a firm commitment is expected. Provide letters of award or funding commitment, or a final loan list from each committed funding source.

**General Administration** - All applicants must complete this General Administration activity cost, whether they are requesting CDBG funds for administration or not. General Administration costs can be covered through local or in-kind contributions. Additional CDBG for administration is generally not available during the life of the project. In addition to identifying administrative expenditures, this information will guide the grant agreement's budget and future project monitoring if your proposal is funded.

General Administration activities can include:

- Attendance at the CDBG grant management workshop by the local government staff responsible for CDBG general administration
- Review and execution of the CDBG contract
- Establishment of CDBG files and record keeping
- Processing and tracking grant payment requests and receipts
- Compliance with civil rights activities including fair housing activities, Section 504, ADA, and Title VI
- Subrecipient oversight and monitoring
- Grant close-out activities, including conducting final CDBG public hearing

Costs to include when computing the General Administration activity costs and to detail in the Budget Assumptions are:

- Personnel - Compute all local government salaries, wages, and fringe benefits to be paid for general administration of the grant.
- Office Costs - Compute the costs of supplies. Include postage, telephone, equipment leasing, printing and publication, and office costs. Publishing the CDBG-required fair housing resolution can be costly and should be considered when preparing your budget.
- Professional Services - Compute legal, audit and other general administrative costs provided through professional service contracts, rather than staff. Engineering and other technical services are entered under the engineering and project administration activity costs.

If funded, these costs must be supported by payroll records, invoices, etc. before grant reimbursement. Please contact CDBG staff if you have questions on administrative costs.

General Administration activity costs do not include the administrative costs for implementing the project activities, such as construction management, which is a project administration activity cost. General Administration does not include any costs associated with the preparation of a CDBG application, which are ineligible for CDBG funding.

**Project Administration** - Enter project administration costs directly related to project implementation and carrying out the CDBG project that are not listed under another activity cost. Eligible project administration activities include, but are not limited to:

- Subrecipient or procured program manager's attendance at the CDBG grant management workshop
- Ensuring labor standards compliance
- Processing resident requests for direct assistance and conducting inspections
- Project management activities by the subrecipient or program manager

Explain all costs in the budget assumptions.

**Environmental Review** - Enter all costs for conducting SEPA and NEPA environmental reviews and preparing environmental review documents. Publishing environmental review findings for local comments can be costly and should be considered when preparing the budget.

**Architectural Fees** - Enter all costs associated with the use of an architectural firm.

**Engineering Fees** - Enter the total engineering costs associated with the project.

**Acquisition** - Enter total purchase price and include the appraisal costs in addition to any closing costs associated with the acquisition of property. Explain all costs listed in the budget assumptions.

**Relocation** - Enter all costs associated with relocation. If you are unsure if relocation is applicable, contact the CDBG staff.

**Sewer Improvements** - Enter all costs associated with construction or reconstruction of the sewer system. Include construction contingency costs and taxes. If there are associated project administrative, architectural or engineering costs, list those costs on the appropriate activity cost line instead.

**Water Improvements** - Enter all costs associated with construction or reconstruction of the water system. Include construction contingency costs and taxes. If there are associated project administrative, architectural or engineering costs, list those costs on the appropriate activity cost line instead.

**Private Water/Sewer Side Connections** - Enter all costs associated with construction or reconstruction of the water/sewer side connections on private property. Include construction

Project management and the environmental review can be conducted by staff or by a consultant. To be eligible for CDBG reimbursement, staff must maintain payroll records or a consultant must be procured following CDBG requirements.

To be eligible for CDBG reimbursement, professional services must be procured following CDBG requirements.

contingency costs and taxes. If there are associated project administrative, architectural or engineering costs, list those costs on the appropriate activity cost line instead.

**Street and Sidewalk Improvements** - Enter all costs associated with construction or reconstruction of streets and sidewalks. Include construction contingency costs and taxes. If there are associated project administrative, architectural or engineering costs, list those costs on the appropriate activity cost line instead.

**Community Facility** - Enter all costs associated with construction or renovation of a community facility. Include construction contingency costs and taxes. If there are associated project administrative, architectural or engineering costs, list those costs on the appropriate activity cost line instead.

**Fire Protection Facility** - List all costs associated with construction or renovation of a fire protection facility. In some cases, this can include the cost of fire protection equipment or fire protection vehicles. This does not include hydrants or fire flow costs, which are to be listed as water improvements. Explain all fire protection activity costs in the budget assumptions.

**Housing Rehabilitation** - Enter all costs associated with housing rehabilitation. If there are associated housing rehabilitation project administrative, architectural or engineering costs, list those costs on the appropriate activity cost line instead. CDBG generally limits funding of project administration for housing rehabilitation at 25 percent of the CDBG award. Explain all housing activity costs in the budget assumptions.

**Architectural Barrier Removal** - If the CDBG project is to only address the removal of architectural barriers to bring facilities into compliance with the Americans with Disabilities Act, list those costs here. Otherwise, combine these costs with the construction costs under the applicable facility activity.

**Commercial/Industrial Facility** - Enter all costs associated with commercial or industrial activities as part of an economic development project. If there are associated project administrative, architectural or engineering costs, list those costs on the appropriate activity cost line instead.

**Economic Development Revolving Loan Fund** - List costs associated with setting up or retaining an economic development revolving loan fund program, such as a microenterprise assistance program. List project administration costs under that activity cost line and microenterprise technical assistance costs under Other. Explain all costs in the budget assumptions.

**Other** - List costs for activities not already listed above, such as microenterprise technical assistance, demolition, new housing costs, etc. to be funded by CDBG or other sources. Explain all activities in the budget assumptions.

**Totals** - Enter a CDBG total and the totals for each funding source including the local government's cash and in-kind contribution at the bottom of the respective columns. Enter the totals for each activity cost line at the far right column. And calculate the total project cost. These totals must match those amounts summarized on your application's Project Summary.





## OPERATIONS BUDGET

For community facility and fire protection facility projects only

OPERATING REVENUES		1ST YEAR	2ND YEAR	3RD YEAR	4TH YEAR	5TH YEAR
1	User Fees					
2	Assessments					
3	Municipal Budget Allocation					
4	Other Operating Revenues					
5	Grants					
6	Total Annual Revenues (Operating + Grants)					
OPERATING EXPENSES		1ST YEAR	2ND YEAR	3RD YEAR	4TH YEAR	5TH YEAR
1	Salary, Wages, Benefits					
2	Insurance					
3	Utilities					
4	Operating Reserve					
5	Travel/Training					
6	Office Equipment/ Supplies					
7	Marketing and Advertising					
8	Loan Repayments					
9	Repairs					
10	Services - Contracts					
11	Maintenance Supplies					
12	Replacement Reserve					
13	Other Expenses (specify)					
14	Total Annual Operating Expenses					
15	<b>NET INCOME (Total Annual Operating Income – Total Annual Operating Expenses)</b>					
16	Jurisdiction and/or subrecipient bond rating					

# OPERATIONS BUDGET INSTRUCTIONS

An Operations Budget is required for each community facility projects, such as community centers, fire stations, day care centers, etc.

Instructions:

## Operating Revenues

Under Line 1, enter expected annual revenues from user fees, by type of user fee.

Under Line 2, enter expected assessments, by type of assessment.

Under Line 3, enter anticipated budget allocations from local units of government, by jurisdiction.

Under Line 4: detail Other Revenue Sources in the spaces provided.

Under Line 5, enter expected annual grant amounts, by specific grant source.

Enter the Total Annual Revenues (operations and grants).

Identify any revenue-generating activities to be located in the facility, such as a thrift store. Generally, CDBG will not fund the income-generating portion of a facility.

## Operating Expenses

Under Line 1 through 12, enter the amounts of all expenses and contingency funds for items listed.

Under Line 13, detail Other Expenses in the spaces provided.

Enter Total Annual Operating Expenses.

Enter the Net Income (total annual operating income – total annual operating expenses)

Total Annual Revenues should meet or exceed Total Annual Operating Expenses. If Total Annual Operating Expenses exceed expected Total Annual Revenues, describe in the budget assumptions how the facility will maintain operation.

Bond Rating – if the jurisdiction or subrecipient (note which one) is able to issue bonds, provide bond rating. If unable to issue bonds, write N/A.

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# SECTION 2

## NARRATIVES

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This section contains specific questions that must be addressed in your narrative statements. More points will be assigned to applications with quantifiable statements backed up by supporting documentation.

- Project Description
- Need Statement
- Capacity Statement
- Readiness Statement
- Results Statement
- Microenterprise Assistance Narratives

All materials are available on our website at [www.commerce.wa.gov/cdbg](http://www.commerce.wa.gov/cdbg) under General Purpose Grant/Guidance Materials.



# NARRATIVE INSTRUCTIONS

All applications must demonstrate that proposed projects meet the following conditions:

- ✓ There is a compelling need for public assistance.
- ✓ A feasible technical solution to the problem or opportunity being addressed has been identified and agreed to by affected citizens, the local government, and the appropriate regulatory agencies.
- ✓ There is a clear and feasible plan for implementing the project and maintaining its operation into the foreseeable future.
- ✓ There is credible evidence that the results will be commensurate to the amount of public funds requested.

The application narrative is one of the most critical parts of your CDBG application. Your narrative statements must tell the story of a project well enough for Commerce to invest limited federal funds and for competitive CDBG applications to be compared. Scores are based on responses to the narrative questions and they are structured to help you achieve the highest possible score.

The responses to narrative questions will be rated based on the project description, need for the project, capacity of the applicant to implement and support the project, readiness to proceed with implementation, and results if funded. Together, these form the basis of any good project – not just a CDBG project.

Inadequate or missing information will result in a lower score.

Use the questions to organize your narrative statements. The questions should not require the assistance of a professional grant writer. By working the questions sequentially, you be able to see where the project is strong or weak in terms of its overall development.

Staff will assign a maximum of 100 points to each application. To be funded an application must receive a score of 65 points or greater. We may contact people whose names are provided on the project Contact List or other experts to verify information in an application.

**For microenterprise assistance applications:** There is a separate set of narrative statements with customized guiding questions, work plan and budget located before the Appendices to be used for microenterprise assistance applications. Similar questions are used for all project types.

## Project Description



**Your Project Description will be evaluated as part of NEED, CAPACITY, READINESS and RESULTS.**

**Describe your project and its components to give a clear view of what CDBG is being asked to fund.**

### **What is the proposed project?**

- Provide the project name.
- List all essential components.
- Describe whether the project will provide a new, expanded or improved facility, system or service.
- If the project is phased, briefly describe how the CDBG-funded activities fit within this phased approach.
- Define the service area and provide map(s) of the local government, outlining the service area boundaries and the location of the proposed project.

### ***FOR HOUSING REHABILITATION PROPOSALS***

#### **Describe the housing rehabilitation activity, including:**

- Whether you will offer grants, loans, or some combination to owners.
- If you will focus on owner-occupied or rental housing.

## NEED Statement



25 POINTS

**Document the need facing your community and the public prioritization process.**

**Answer the following questions clearly and succinctly and provide data to support your answers:**

**1. What is the need or problem to be addressed?**

- Conversely, what is the opportunity at hand?
- Describe relevant local conditions resulting in the need/problem.

**2. Who is affected and how?**

- Tell us the total number of people and any relevant demographic description of the community and, if applicable, smaller service area affected by the problem.
- How are the people affected and what daily hardships do they face due to the problem to be addressed?
- How are low- and moderate-income persons specifically impacted?
- What is the urgency behind the need?

**3. What official orders or regulatory requirements confirm the extent and level of need?**

- Have you met with the regulatory agency? If so, with whom and what was the result? List contact information on the application's Contact List.
- Provide copies of relevant correspondence as an attachment to your application.

**4. What plans, studies, reports, or other data document the need's impact on the community?**

- List the documents here and provide excerpts of the relevant sections as an attachment to your application.

**5. Given the wide range of potentially eligible CDBG activities, what led to the prioritization and development of your proposed project?**

- How is this project consistent with your comprehensive plan, local strategies, or recommendations within local planning documents?
- Provide excerpts of the plans' and studies' recommendations as attachments to your application.
- If this project was not identified in local plans, how did it become a priority?
- What other projects were considered and on what basis were projects prioritized?
- How were the public and key stakeholders involved in identifying and prioritizing the need to be addressed?

***FOR HOUSING REHABILITATION PROPOSALS:***

- 6. Describe the age and condition of the housing stock within the local government/targeted service area, or the housing to be rehabilitated.**
- 7. Provide the vacancy rate for both owner-occupied and rental housing in your targeted service area.**



## CAPACITY Statement



25 POINTS

**Demonstrate your community's organizational capacity to administer a CDBG grant and the financial need for the level of grant.**

**Answer the following questions clearly and succinctly and provide data to support your answers:**

**1. Will there be a subrecipient?**

- What is the name of the organization?
- Describe how you have worked together in the past.
- Describe the organization's experience in similar activities.
- Attach the *summary* of the subrecipient's last audit.
- Attach documentation of the organization's not-for-profit status.

Subrecipient: A not-for-profit entity (not a procured contractor) to receive CDBG funds from the city/town/county grantee to implement, and often own, the project.

**2. Given past efforts can indicate future performance and success, what steps have you (and the subrecipient, if applicable) taken and what have you accomplished to minimize or address the need?**

- Examples can include research, conservation efforts, rate increases, partnership building, completing a related early construction phase, etc.

**3. What is your financial capacity and how did you establish the necessary grant level in relation to local funds, loans and other resources?**

- What other resources or funding have you (and the subrecipient, if applicable) applied for to support this proposed project?
- Describe the other resources your efforts are bringing to the project. List these other grant, loan, local funds, in-kind staff, equipment and property resources in the application's Project Budget.
- For utility rate based systems, is the project's Affordability Index calculated in the online Utility Rate Analysis tool at least 2.0 to demonstrate need for CDBG funds?

**4. Does the local government have unexpended CDBG program income from another CDBG project?**

- If so, how much and from which activities?
- Since local CDBG program income is to be used before drawing down new CDBG funds (in most cases), describe your process for tracking and using program income.

Program Income: Any income generated from the use of CDBG program funds that totals from all sources at least \$35,000 in a calendar year, 24 CFR 570.489(e).

**5. How will you manage the project and keep your project's work plan on track?**

- Who will manage the project (list all members of the management team), what are their qualifications and experience with similar projects?
- How will general grant administration and project management be coordinated between local government staff, such as the fiscal and public works departments?

- How will grant and project management be coordinated between the local government, subrecipient (if applicable), and procured engineers/architects and other professional services?
- If a subrecipient is implementing the project, who in the local government will provide oversight and conduct the monitoring of the subrecipient, and how will this be done?

**6. Does the local government currently have an open CDBG contract? If so, what is the project status and remaining tasks?**

**7. How will the community support the on-going operations and maintenance of the project for at least ten years?**

- What are the primary sources of operating funds?
- Identify any revenue-generating activities to be located in the facility, such as a thrift store. Generally, CDBG will not fund the income-generating portion of a facility.
- Will the activity earn CDBG program income (such as housing rehabilitation loan repayments)? If so, describe your plan for tracking and using this program income in the future.

**8. Has the local government adopted policies to reduce greenhouse gas emissions? If not and the project is awarded CDBG funds, a policy will be required for capital projects prior to contract execution.**

- Provide several examples of what has been done through the local government, the subrecipient organization, and/or the project design to demonstrate good stewardship of natural resources such as the reduction of greenhouse gas emissions? If nothing has been done, please explain why not?
- Examples are available on the CDBG website under Guidance Materials and include such things as: locating the project near public transportation, using Green Energy Star equipment, performing an energy audit, etc.
- Has or will an Investment Grade Emissions Audit (IGEA) be performed on this project? If so, describe the scope and, if completed, the outcome.

## READINESS Statement



25 POINTS

**Show how the proposal outlined in your Project Description provides the best solution to the priority need in your community and is ready to proceed for a timely and successful completion.**

**Answer the following questions clearly and succinctly and provide data to support your answers:**

**1. What other technical options were considered to address the need and why is your proposed option the best?**

- Which key stakeholders and organizations provided input when considering options?
- Describe the due diligence completed to identify issues, consider options, and ensure success.
- Was a regional option considered? Explain the process and results.

**2. If relevant, are regulatory agencies in agreement that the proposed solution is the right solution?**

- What is the status of any required plans – submitted, approved?
- Attach relevant correspondence.

**3. Is all other technical and financial assistance firmly committed to this project?**

- If not, when will you have commitments and what are your alternative financial plans?
- Complete the budget form and assumptions. Attach source documentation of the project costs.
- Describe cost or funding alternatives, if applicable.
- Attach commitment documentation from technical and financial assistance sources and other necessary partners.

**4. If applicable, do you have site control for this project?**

- Include water rights and easements.
- If you answered no, describe how and when site control will be secured.
- Has this site been occupied by anyone other than the owner over the last 12 months? If so, describe the circumstances and how the Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA) requirements will be met.

**5. What is the status of any required environmental consultations and permits?**

- List any permits needed and your status in applying for and obtaining them.
- Describe your status on any Section 106 Historic/Cultural Resource and Endangered Species Act (ESA) consultations, as applicable.
- Describe how your work plan addresses the timing of permit completion and any environmental review issues.

The state Office of Regulatory Assistance at [www.ora.wa.gov/resources/questionnaire.asp](http://www.ora.wa.gov/resources/questionnaire.asp) can assist in identifying environmental permits.

**6. Is the project ready to proceed?**

- If not, what else must be done?
- List project tasks, responsible parties and dates in your application's Work Plan.
- What obstacles (other than securing CDBG) might affect the timely and successful completion of this project, and describe your plan for addressing or minimizing these obstacles.

***FOR HOUSING REHABILITATION PROPOSALS***

**7. Describe the housing rehabilitation activity, including:**

- How the activity is integrated with weatherization funds available through your local community action program or other housing rehabilitation funding.
- The basis for your grant/loan structure.
- The basis for the type of rehabilitation you will be targeting.
- Your waiting list of homes ready to be rehabilitated.

**8. Have rehabilitation policies and procedures been established or what is their status?**

- For housing rehabilitation programs, attach the final or draft program manual, if available.
- Describe the rehabilitation standards to be applied to the rehabilitation activities.

**9. Describe how your rehabilitation activities will comply with federal lead-based paint evaluation and hazard reduction requirements of 24 CFR Part 35, Subpart J-Rehabilitation.**

- As a minimum, identify your plan for paint testing, training and certifying staff and methods to ensure all rehabilitated units will be free of lead-based paint hazards.

**Work Plan for Local Assistance Programs:** A work plan form for local assistance programs is available after the standard work plan form.

## RESULTS Statement



25 POINTS

**Explain how the completed project will address the need and benefit low- and moderate-income persons, and how results will be measured.**

**Answer the following questions clearly and succinctly and provide data to support your answers:**

**1. To what extent will the proposed project address the specific issues described in your Need statement?**

- Will the project take care of all or part of the need?
- Will the project solve the problem for the entire community or a smaller area?
- As a result of the project, how long will the need be addressed?
- Is the project addressing a major need for a few people or a less major need for a large number of people?

**2. How will quality standards be ensured so the final product meets performance expectations?**

**3. How will the project make a tangible difference to both the community at large and to low- and moderate-income persons?**

- The project impact in the community can include both direct and indirect benefits.
- The project impact in the community can include both short- and long-term outcomes.
- Include how the project supports local economic development goals in the short-term and long-term.

**4. Using the table below or your own format, provide measurements of conditions before and then anticipated after the project with CDBG funds.**

Outputs/Outcomes Table	
Examples: number of applicable “failures” (leaks, permit violations, accidents, etc.), number of persons served, rates (w/ and w/o CDBG), response speed, level of service/capacity, client satisfaction, energy use, flow measurements, operation expenses, jobs created/retained, debt, quality/quantity levels, etc.	
Before project	After project
Add additional rows as needed.	

**5. Given the state has historically been able to fund only one third of the CDBG applications, tell us the single most compelling reason your proposal should receive CDBG funding this year.**

- What makes this project destined to be highlighted as a future CDBG success story?
- How is CDBG getting its “bang for the buck?”

## **Project Description**

### **- FOR MICROENTERPRISE ASSISTANCE APPLICATIONS**



**Your Project Description will be evaluated as part of NEED, CAPACITY, READINESS and RESULTS.**

**Describe your project and its components to give a clear view of what CDBG is being asked to fund.**

#### **What is the proposed project?**

- Provide the project name.
- List all essential components.
- Describe whether the project will provide a new, expanded or improved microenterprise program?
- Provide details on the type of financial, technical assistance and training to be offered, and any target populations.
- Define the service area and provide map(s) of the local government, outlining the location of the proposed project.

## **NEED Statement**

### **- FOR MICROENTERPRISE ASSISTANCE APPLICATIONS**



**25 POINTS**

**Document the need facing your community and the public prioritization process.**

**Answer the following questions clearly and succinctly and provide data to support your answers:**

- 1. What is the need or problem to be addressed by creating or expanding microenterprise assistance in your community?**
  - Conversely, what is the opportunity at hand?
  - Describe relevant local conditions resulting in the need/problem.
- 2. Describe the market, economic, social, political or industry factors that will potentially affect the success of the venture.**
  - What private, nonprofit and public resources are currently available?
  - What is the opportunity for leveraging these resources and the specific gap in microenterprise assistance?
- 3. Document and describe the results of local or regional market research that supports the demand for microenterprise assistance.**
  - Who are your target clients and why? Describe the number, economic and social characteristics of the target clients, and any relevant demographic description of the community.
  - What stage of business development do you intend to serve and what types of technical and financial assistance are needed by this target group?
  - What hardships do they face due to the problem to be addressed?
  - What is the level of urgency and why?
- 4. What plans, studies, reports, or other data document the need's impact on the community?**
  - List the documents here and provide excerpts of the relevant sections as an attachment to your application.
- 5. Given the wide range of potentially eligible CDBG activities, what led to the prioritization and development of your proposed project?**
  - How is this project consistent with your comprehensive plan or recommendations within local planning documents?
  - Provide excerpts of the plans' and studies' recommendations as attachments to your application.
  - How are the microenterprise assistance needs you intend to address and your approach consistent with the economic development strategies of the local economic development council?
  - If this project was not identified in local plans, how did it become a priority?

- What other projects were considered and on what basis were projects prioritized?
- How were the public and key stakeholders involved in identifying and prioritizing the need to be addressed?



## **CAPACITY Statement**

### **- FOR MICROENTERPRISE ASSISTANCE APPLICATIONS**



**25 POINTS**

**Demonstrate your community's organizational capacity to administer a CDBG grant and the financial need for the level of grant.**

**Answer the following questions clearly and succinctly and provide data to support your answers:**

**1. Will there be a subrecipient?**

- If yes, what is the name of the organization?
- Describe how you have worked together in the past.
- Describe the organization's experience in providing microenterprise assistance or similar activities such as in the areas of administration, underwriting, documenting, servicing and closing loans.
- Attach the *summary* of the subrecipient's last annual audit.
- Be prepared to provide an aging report of the subrecipient's loan portfolio showing loan name, initial loan amount, loan balance, funding source, and loan status.

**2. Given past efforts can indicate future performance and success, what steps have you (and the subrecipient, if applicable) taken and what have you accomplished to minimize or address the need?**

- Examples can include research, partnership building, expanding resources, offering other asset building and economic development activities/programs, etc.?

**3. What is your financial capacity and how did you establish the necessary grant level in relation to local funds, loans and other resources?**

- What other resources or funding have you (and the subrecipient, if applicable) applied for to support this proposed project?
- Describe the other resources your efforts are bringing to the project's administrative costs, revolving loan fund and technical assistance costs. List these other grant, loan, local funds, in-kind staff, equipment and property resources in the application's Project Budget.

**4. Does the local government have unexpended CDBG program income from another CDBG project or expect to earn program income with this project?**

- Program income is any income generated from the use of CDBG funds that totals from all sources at least \$35,000 in a calendar year, 24 CFR 570.489(e), such as microenterprise loan repayments and interest.
- If there is program income from another CDBG project, describe how much and from which activities?
- Since local CDBG program income is to be used before drawing down new CDBG funds (in most cases), describe your process for tracking and using program income.

**5. How will you manage the project and keep your project's work plan on track?**

- Who will manage the project (list all members of the management team) and what are their qualifications?
- How will general grant administration and project management be coordinated between local government staff?
- How will grant and project management be coordinated between the local government, subrecipient (if applicable), and procured professional services (if applicable)?
- If a subrecipient is implementing the project, who will provide oversight and conduct the monitoring of the subrecipient, and how will this be done?

**6. Does the local government currently have an open CDBG contract? If so, what is the project status and remaining tasks?**

## **READINESS Statement**

### **- FOR MICROENTERPRISE ASSISTANCE APPLICATIONS**



**25 POINTS**

**Show how your proposed local microenterprise assistance program provides the best solution to the priority need in your community and is ready to begin providing assistance.**

**Answer the following questions clearly and succinctly and provide data to support your answers:**

**1. Describe the microenterprise assistance program, including:**

- Your marketing/outreach plan.
- Describe the flow of services to the client.
- The type of client you will be targeting and the self-selecting techniques to be incorporated into program design.
- Your eligibility and underwriting criteria.
- The standards for loan terms and conditions.
- Your strategy for mitigating the lending risk associated with microlending.
- The processes and procedures for qualifying LMI clients, making loans decisions, portfolio management, and loan workouts. (If available, existing program policies and procedures can be attached.)
- How the program is integrated with other local or regional economic development assistance.

**2. What other technical options were considered to address the need and why is your proposed option the best?**

- Which key stakeholders and organizations provided input when considering options?
- Describe the due diligence completed to identify issues, consider options, and ensure success.
- Was a regional option considered? Explain the process and results.

**3. Is all other technical and financial assistance firmly committed to this project?**

- If not, when will you have commitments and what are your alternative financial plans?
- Complete the budget forms and assumptions. Attach source documentation of the project costs.
- Describe cost or funding alternatives, if applicable.
- Attach commitment documentation from technical and financial assistance sources and other necessary partners.

**4. Is the project ready to proceed?**

- What could delay this project?
- What else must be done to begin providing microenterprise assistance? List project tasks, responsible parties and dates in your application's Work Plan.

- What obstacles, other than securing CDBG) might affect the timely and successful completion of this project, and describe how your work plan addresses or minimizing these obstacles.

**Work Plan for Local Assistance Programs:** A work plan form for local assistance programs is available after the standard work plan form.

**Budget for Microenterprise Assistance applications:** A budget for microenterprise assistance applications follows these narrative questions.

## RESULTS Statement

### - FOR MICROENTERPRISE ASSISTANCE APPLICATIONS



25 POINTS

**Explain how the completed project will address the need and benefit low- and moderate-income persons, and how results will be measured.**

**Answer the following questions unless otherwise indicated. Answer clearly and succinctly and provide data to support your answers.**

**1. To what extent will the proposed project address the specific issues described in your Need statement?**

- Will the project take care of all or part of the need?
- Will the project solve the problem for the entire community or a smaller area?
- As a result of the project, how long will the need be addressed?
- Is the project addressing a major need for a few people or a less major need for a large number of people?

**2. How will quality standards be ensured so the final product meets performance expectations?**

**3. How will the project make a tangible difference to both the community at large and to low- and moderate-income persons?**

- The project impact in the community can include both direct and indirect benefits.
- The project impact in the community can include both short- and long-term outcomes.
- Include how the project supports local economic development goals in the short-term and long-term.
- Include how the project will support the creation/retention of jobs in the short- and long-term.
- How will access to training and microenterprise assistance be improved or increased?

**4. Using the table below or your own format, provide measurements of conditions before and then anticipated after the project with CDBG funds.**

Outputs/Outcomes Table	
Examples: number of applicable “failures” (leaks, permit violations, accidents, etc.), number of persons served, type of assistance available, response speed, level of service/capacity, client satisfaction, energy use, flow measurements, operation expenses, jobs created/retained, debt, quality/quantity levels, etc.	
Before project	After project
Add additional rows as needed.	

- 5. Given the state has historically been able to fund only one third of the CDBG applications, tell us the single most compelling reason your proposal should receive CDBG funding this year.**
- What makes this project destined to be highlighted as a future CDBG success story?
  - How is CDBG getting its “bang for the buck?”

## **BUDGET FORMS AND INSTRUCTIONS - FOR MICROENTERPRISE ASSISTANCE APPLICATIONS**

There are two budget components required for microenterprise assistance applications:

1) Budget Assumptions	Required for <b>all</b> project types
2) Project Budget	Required for <b>all</b> project types

### **BUDGET ASSUMPTIONS INSTRUCTIONS**

There is no specific format for providing the budget assumptions, but they are an important element of your application and should clearly correspond with the amounts listed in budget forms. This is your opportunity to demonstrate you have clearly thought through all financial aspects of the project and have solid rationale for the administration, project and operation costs and the need for CDBG investment to make the project successful.

#### Project Budget Assumptions

Explain how you built the budget for the project, explaining how you derived costs for each activity cost on the budget form. Your assumptions should include:

- How this budget is reasonable and appropriate considering the scope, substance, and duration of the proposed project.
- The basis and assumptions behind both the administration and the microenterprise assistance activity cost calculations. Be detailed and specific.
- Detail on any equipment purchases using CDBG funds over \$300.
- Source documentation of the costs. If lengthy, these documents can be referenced and included as an attachment in the application.

PROJECT BUDGET					
Funding Status	Source 1	Source 2	Source 3	Source 4	Totals
<b>Are the sources committed?</b> If not, give a date when commitment expected.	CDBG	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Activity Costs</b>					
General Administration (CDBG contract execution, files and record keeping, civil rights compliance)					
Project Administration (Program management, outreach/marketing, loan processing, consultant fees)					
Microenterprise Revolving Loan Fund					
Technical Assistance					
Other:					
<b>Totals</b>					

***Use a second copy of this form if you have more than 4 funding sources***



# PROJECT BUDGET FORM INSTRUCTIONS

Provide the total budget of the proposed CDBG project, subdivided by activity costs. Request only the level of funding needed to carry out the project. The grant request must be sufficient either by itself or included with other proposed funding sources to assure effective administration and completion of the proposed project within the contract period.

**Source** - List the allocation of CDBG funds among activity costs in the Source 1 column. One recommended approach is to target CDBG funds towards fewer activities, limiting the need to meet federal procurement and fund tracking requirements. For local budgeting purposes, the Catalog of Federal Assistance (CFDA) number for the state CDBG program is 14.228.

State the name of another funding source in each column and list its allocation among the activity costs. Generally, Source 2 should be the local government's contribution, including in-kind resources.

**Funding Status** - For each funding source, indicate whether there is a firm funding commitment or, if not, when a firm commitment is expected. Provide letters of award or commitment, or a final loan list from each committed funding source.

**General Administration** - All applicants must complete this General Administration activity cost, whether they are requesting CDBG funds for administration or not. General Administration costs can be covered through local or in-kind contributions. Additional CDBG for administration is generally not available during the life of the project. In addition to identifying administrative expenditures, this information will guide the grant agreement's budget and future project monitoring if your proposal is funded.

General Administration activities can include:

- Attendance at the CDBG grant management workshop by the local government staff responsible for CDBG general administration
- Review and execution of the CDBG contract
- Establishment of CDBG files and record keeping
- Processing and tracking grant payment requests and receipts
- Compliance with civil rights activities including fair housing activities, Section 504, ADA, and Title VI
- Subrecipient oversight and monitoring
- Grant close-out activities, including conducting final CDBG public hearing

Costs to include when computing the General Administration activity costs and detail in the Budget Assumptions are:

- Personnel - Compute all local government salaries, wages, and fringe benefits to be paid for general administration of the grant.
- Office Costs - Compute the costs of supplies. Include postage, telephone, equipment, leasing, printing and publication, and office costs. Publishing the CDBG-required fair housing resolution can be costly and should be considered when preparing your budget.
- Professional Services - Compute legal, audit and other general administrative costs provided through professional service contracts, rather than staff. Professional services provided by the subrecipient or its consultants are entered under the project administration activity costs.

If funded, these costs must be supported by payroll records, invoices, etc. before grant reimbursement. Please contact CDBG staff if you have questions on administrative costs.

General Administration activity costs do not include the administrative costs for implementing the project activities, such as microenterprise program management, which is a project administration activity cost. General Administration does not include any costs associated with the preparation of a CDBG application, which are ineligible for CDBG funding.

**Project Administration** - Enter project administration costs directly related to project implementation and carrying out the CDBG project that are not listed under another activity cost. Eligible project administration activities include, but are not limited to:

- Subrecipient or procured program manager's attendance at the CDBG grant management workshop
- Processing client requests for assistance
- Project management activities by the subrecipient

Explain all costs in the budget assumptions.

Project management and the environmental review can be conducted by staff or by a consultant. To be eligible for CDBG reimbursement, staff must maintain payroll records or a consultant must be procured following CDBG requirements.

To be eligible for CDBG reimbursement, professional service consultants must be procured following CDBG requirements.

**Economic Development Revolving Loan Fund** - List costs associated with setting up or retaining an economic development revolving loan fund program, such as a microenterprise assistance program. List project administration costs under that activity cost. Explain all costs in the budget assumptions.

**Technical Assistance** – List costs associated with providing technical assistance and training. If possible, identify the costs for each type of technical assistance and training and add another row(s). Explain all costs in the budget assumptions.

**Other** - List costs associated with any other activity not listed above. Explain all activities in the budget assumptions.

**Totals** - Enter a CDBG total and the totals for each funding source including the local government's cash and in-kind contribution at the bottom of the respective columns. Enter the totals for each activity cost line at the far right column. And calculate the total project cost. These totals must match those amounts listed on your application's Project Summary.

# SECTION 3

## APPENDICES

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This section contains reference material to help you understand CDBG requirements that may be new to you and to complete the application.

### A. Eligibility

1. Map and List of Local Governments Served by the State CDBG Program
2. Local Governments with 51 Percent or Greater LMI Population (based on HUD's 2000 Census)
3. 2012 Income Limits
4. Eligible Activities

### B. Citizen Participation

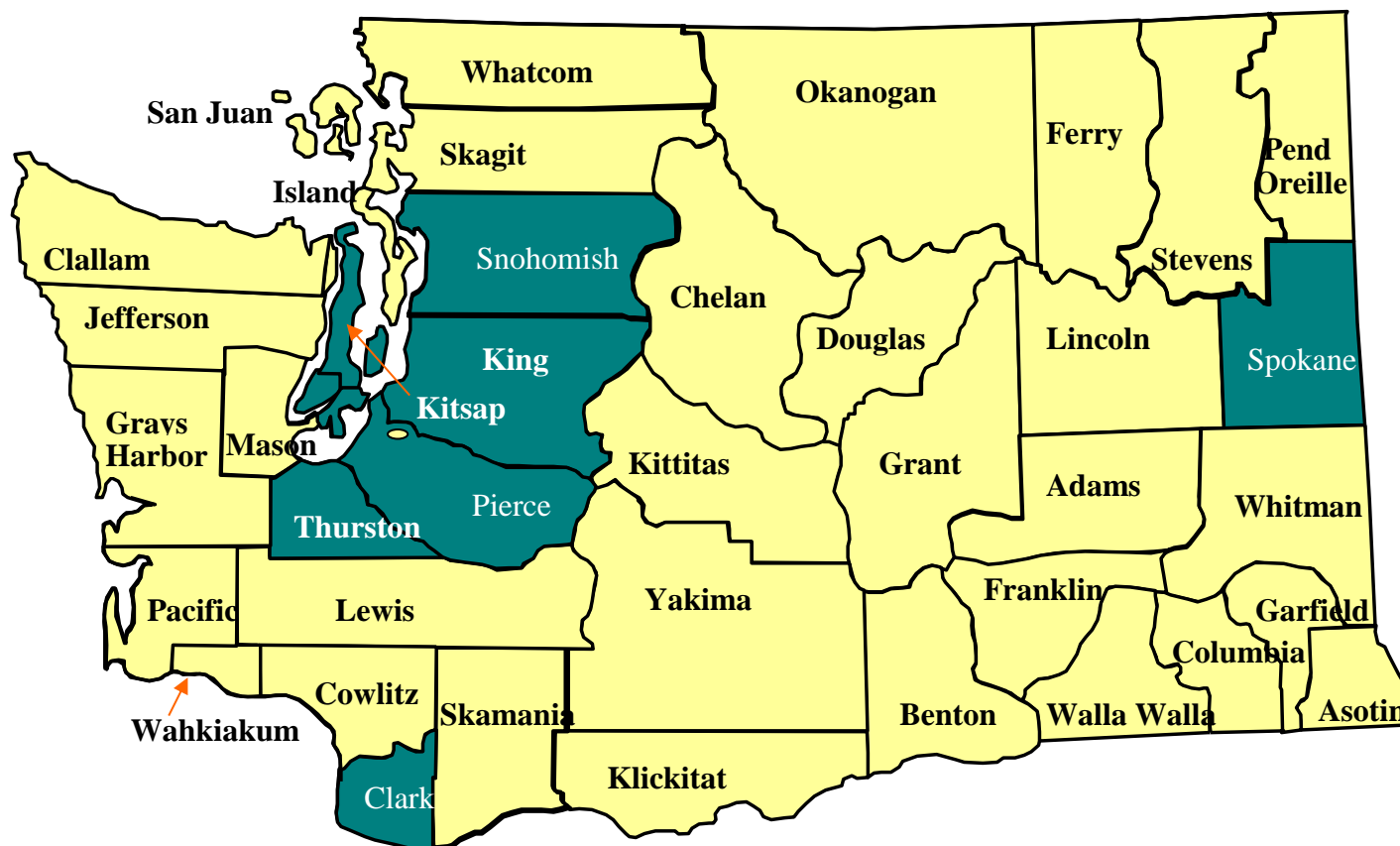
1. Citizen Participation Requirement Information
2. Sample Public Hearing Notice
3. Sample Grievance Procedure
4. Public Hearing Handout – CDBG Fact Sheet (English)
5. Public Hearing Handout – Citizen Participation Requirements (English)
6. Public Hearing Handout – CDBG Fact Sheet and Citizen Participation Regulations (Spanish)

All materials are available on our website at [www.commerce.wa.gov/cdbg](http://www.commerce.wa.gov/cdbg) under Guidance Materials.



**LOCAL GOVERNMENTS SERVED BY THE STATE CDBG PROGRAM (in light shade)**

This map and the following lists show those local governments ineligible for state CDBG funds because they are “entitled” to receive CDBG funds directly from HUD, and those local governments eligible for state CDBG funds but “non-entitled” to receive CDBG funds directly from HUD. The entitlement status is based on population and HUD qualification. This map can be a useful reference, but a complete list of those local governments served by the state CDBG program is on the next two pages.



<div><div></div><div>Non-Entitlement Counties</div></div> <p>These counties and the cities/towns in these counties except the 11 listed to the far right, are served by the state CDBG program.</p>	<div><div></div><div>Entitlement Counties</div></div> <p>These 7 counties and the cities/towns in these counties are not served by the state CDBG program except Bonney Lake in Pierce County.</p>	<div>Entitlement cities not served by the state CDBG program, but in non-entitlement counties:</div> <div><div><div></div><div>Anacortes</div></div><div><div></div><div>Bellingham</div></div><div><div></div><div>Longview</div></div><div><div></div><div>Mount Vernon</div></div><div><div></div><div>Olympia</div></div><div><div></div><div>Richland, Pasco, Kennewick</div></div><div><div></div><div>Wenatchee, East Wenatchee</div></div><div><div></div><div>Yakima</div></div></div>
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## Local Governments Served by the State CDBG Program

### Cities & Towns:

Aberdeen	Ephrata	Mesa	Roslyn
Albion	Everson	Metaline	Royal City
Almira	Farmington	Metaline Falls	Sedro Woolley
Asotin	Ferndale	Montesano	Selah
Benton City	Forks	Morton	Sequim
Bingen	Friday Harbor	Moses Lake	Shelton
Bonney Lake	Garfield	Mossyrock	Soap Lake
Blaine	George	Moxee	South Bend
Brewster	Goldendale	Naches	South Cle Elum
Bridgeport	Grand Coulee	Napavine	Sprague
Burlington	Grandview	Nespelem	Springdale
Cashmere	Granger	Newport	St. John
Castle Rock	Hamilton	Nooksack	Starbuck
Cathlamet	Harrah	North Bonneville	Stevenson
Centralia	Harrington	Northport	Sumas
Chehalis	Hartline	Oak Harbor	Sunnyside
Chelan	Hatton	Oakesdale	Tekoa
Chewelah	Hoquiam	Oakville	Tieton
Clarkston	Ilwaco	Ocean Shores	Toledo
Cle Elum	Ione	Odessa	Tonasket
Colfax	Kahlotus	Okanogan	Toppenish
College Place	Kalama	Omak	Twisp
Colton	Kelso	Oroville	Union Gap
Colville	Kettle Falls	Othello	Uniontown
Conconully	Kittitas	Palouse	Vader
Concrete	Krupp	Pateros	Waitsburg
Connell	La Conner	Pe Ell	Walla Walla
Cosmopolis	La Crosse	Pomeroy	Wapato
Coulee City	Lamont	Port Angeles	Warden
Coulee Dam	Langley	Port Townsend	Washtucna
Coupeville	Leavenworth	Prescott	Waterville
Creston	Lind	Prosser	West Richland
Cusick	Long Beach	Pullman	Westport
Davenport	Lyman	Quincy	White Salmon
Dayton	Lynden	Raymond	Wilbur
Electric City	Mabton	Reardan	Wilson Creek
Ellensburg	Malden	Republic	Winlock
Elma	Mansfield	Ritzville	Winthrop
Elmer City	Marcus	Riverside	Zillah
Endicott	Mattawa	Rock Island	
Entiat	McCleary	Rosalia	

**Counties:**

Adams  
Asotin  
Benton  
Chelan  
Clallam  
Columbia  
Cowlitz  
Douglas

Ferry  
Franklin  
Garfield  
Grant  
Grays Harbor  
Island  
Jefferson  
Kittitas

Klickitat  
Lewis  
Lincoln  
Mason  
Okanogan  
Pacific  
Pend Oreille  
San Juan

Skagit  
Skamania  
Stevens  
Wahkiakum  
Walla Walla  
Whatcom  
Whitman  
Yakima

**Local Governments Not Served by the State CDBG Program****Cities and Towns:**

Airway Heights  
Algona  
Anacortes  
Arlington  
Auburn  
Bainbridge Island  
Battle Ground  
Beaux Arts Village  
Bellevue  
Bellingham  
Black Diamond  
Bothell  
Bremerton  
Brier  
Buckley  
Bucoda  
Burien  
Camas  
Carbonado  
Carnation  
Cheney  
Clyde Hill  
Covington  
Darrington  
Deer Park  
Des Moines  
Du Pont  
Duvall  
East Wenatchee  
Eatonville  
Edgewood

Edmonds  
Enumclaw  
Everett  
Fairfield  
Federal Way  
Fife  
Fircrest  
Gig Harbor  
Gold Bar  
Granite Falls  
Hunts Point  
Index  
Issaquah  
Kennewick  
Kent  
Kenmore  
Kirkland  
La Center  
Lacey  
Lake Forest-  
Park  
Lake Stevens  
Lakewood  
Latah  
Liberty Lake  
Longview  
Lynnwood  
Maple Valley  
Marysville  
Medical Lake  
Medina

Mercer Island  
Mill Creek  
Millwood  
Milton  
Monroe  
Mount Vernon  
Mountlake  
Terrace  
Mukilteo  
Newcastle  
Normandy Park  
North Bend  
Olympia  
Orting  
Pacific  
Pasco  
Port Orchard  
Poulsbo  
Puyallup  
Rainer  
Redmond  
Renton  
Richland  
Ridgefield  
Rockford  
Roy  
Ruston  
Sammamish  
Sea Tac  
Seattle  
Shoreline

Skykomish  
Snohomish  
Snoqualmie  
South Prairie  
Spangle  
Spokane  
Spokane Valley  
Stanwood  
Steilacoom  
Sultan  
Sumner  
Tacoma  
Tenino  
Tukwila  
Tumwater  
University Place  
Vancouver  
Washougal  
Waverly  
Wenatchee  
Wilkeson  
Woodinville  
Woodland  
Woodway  
Yacolt  
Yakima  
Yarrow Point  
Yelm

**Counties:**

Clark  
King

Kitsap  
Pierce

Snohomish  
Spokane

Thurston



**LOCAL GOVERNMENTS**  
**WITH 51 PERCENT OR GREATER LMI POPULATION**  
 (Based On HUD's 2000 Census Data)

NAME	LMI Population	TOTAL Population	LMI Percentage
Almira.....	173.....	321.....	53.9.....
Benton City.....	1,318.....	2,533.....	52.0.....
Bingen.....	435.....	652.....	66.7.....
Brewster.....	1,520.....	2,125.....	71.5.....
Bridgeport.....	1,453.....	2,099.....	71.8.....
Chelan.....	1,923.....	3,532.....	54.3.....
Chewelah.....	1,155.....	2,129.....	54.3.....
Clarkston.....	3,894.....	7,067.....	56.8.....
Cle Elum.....	922.....	1,787.....	51.6.....
Conconully.....	124.....	209.....	59.3.....
Concrete.....	497.....	832.....	59.7.....
Connell.....	1,375.....	2,403.....	57.2.....
Coupeville.....	875.....	1,610.....	54.3.....
Creston.....	121.....	230.....	52.6.....
Cusick.....	150.....	211.....	71.1.....
Ellensburg.....	8,027.....	13,234.....	60.3.....
Entiat.....	502.....	959.....	52.3.....
Everson.....	1,059.....	2,043.....	51.8.....
George.....	368.....	510.....	72.2.....
Goldendale.....	1,996.....	3,665.....	54.4.....
Grand Coulee.....	506.....	878.....	57.6.....
Granger.....	1,811.....	2,586.....	70.0.....
Hamilton.....	194.....	330.....	58.8.....
Hartline.....	79.....	142.....	55.6.....
Hatton.....	65.....	118.....	55.1.....
Hoquiam.....	4,724.....	8,977.....	52.6.....
Ione.....	302.....	506.....	59.7.....
Kahlotus.....	143.....	257.....	55.6.....
Kelso.....	6,133.....	11,730.....	52.3.....
Kettle Falls.....	838.....	1,553.....	54.0.....
Kittitas.....	708.....	1,130.....	62.7.....
Krupp.....	47.....	78.....	60.3.....
Lamont.....	66.....	91.....	72.5.....
Long Beach.....	707.....	1,268.....	55.8.....
Mabton.....	1,279.....	1,911.....	66.9.....
Malden.....	139.....	213.....	65.3.....
Mattawa.....	2,029.....	2,703.....	75.1.....

**LOCAL GOVERNMENTS WITH 51 PERCENT OR GREATER LMI POPULATION**

<b>NAME</b>	<b>LMI Population</b>	<b>TOTAL Population</b>	<b>LMI Percentage</b>
Mesa .....	269 .....	441 .....	61.0 .....
Metaline .....	118 .....	179 .....	65.9 .....
Metaline Falls .....	118 .....	199 .....	59.3 .....
Mossyrock .....	253 .....	463 .....	54.6 .....
Nespelem .....	107 .....	165 .....	64.8 .....
Newport .....	1,093 .....	1,808 .....	60.5 .....
North Bonneville .....	417 .....	659 .....	63.3 .....
Northport .....	212 .....	343 .....	61.8 .....
Oak Harbor .....	12,622 .....	19,797 .....	63.8 .....
Oakville .....	346 .....	640 .....	54.1 .....
Okanogan .....	1,240 .....	2,281 .....	54.3 .....
Omak .....	2,482 .....	4,461 .....	55.6 .....
Oroville .....	1,005 .....	1,630 .....	61.7 .....
Othello .....	3,172 .....	5,700 .....	55.6 .....
Pe Ell .....	391 .....	688 .....	56.8 .....
Pullman .....	11,621 .....	19,792 .....	58.7 .....
Quincy .....	2,951 .....	5,116 .....	57.7 .....
Raymond .....	1,516 .....	2,754 .....	55.0 .....
Republic .....	558 .....	978 .....	57.1 .....
Riverside .....	217 .....	349 .....	62.2 .....
Rock Island .....	467 .....	883 .....	56.9 .....
Royal City .....	1,133 .....	1,840 .....	61.6 .....
Sequim .....	2,109 .....	4,086 .....	51.6 .....
Soap Lake .....	1,082 .....	1,695 .....	63.8 .....
South Bend .....	963 .....	1,809 .....	53.2 .....
Springdale .....	202 .....	316 .....	63.9 .....
Starbuck .....	85 .....	115 .....	73.9 .....
Stevenson .....	676 .....	1,155 .....	58.5 .....
Sumas .....	572 .....	965 .....	59.3 .....
Sunnyside .....	8,704 .....	13,869 .....	62.8 .....
Tieton .....	590 .....	1,131 .....	52.2 .....
Toledo .....	312 .....	612 .....	51.0 .....
Tonasket .....	557 .....	880 .....	63.3 .....
Toppenish .....	5,799 .....	8,781 .....	66.0 .....
Union Gap .....	2,806 .....	5,479 .....	51.2 .....
Vader .....	344 .....	617 .....	55.8 .....
Wapato .....	3,182 .....	4,575 .....	69.6 .....
Warden .....	1,462 .....	2,540 .....	57.6 .....
Wilson Creek .....	147 .....	201 .....	73.1 .....
Winthrop .....	177 .....	324 .....	54.6 .....

# INCOME LIMITS 2012

APPENDIX A-3

County	Income Level and %	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
Adams	Very Low 30%	\$12,050	\$13,800	\$15,500	\$17,200	\$18,600	\$20,000	\$21,350	\$22,750
	Low 50%	\$20,100	\$23,000	\$25,850	\$28,700	\$31,000	\$33,300	\$35,600	\$37,900
	Moderate 80%	\$32,150	\$36,750	\$41,350	\$45,900	\$49,600	\$53,250	\$56,950	\$60,600
Asotin	Very Low 30%	\$11,750	\$13,400	\$15,100	\$16,750	\$18,100	\$19,450	\$20,800	\$22,150
	Low 50%	\$19,550	\$22,350	\$25,150	\$27,900	\$30,150	\$32,400	\$34,600	\$36,850
	Moderate 80%	\$31,300	\$35,750	\$40,200	\$44,650	\$48,250	\$51,800	\$55,400	\$58,950
Benton	Very Low 30%	\$14,050	\$16,050	\$18,050	\$20,050	\$21,700	\$23,300	\$24,900	\$26,500
	Low 50%	\$23,400	\$26,750	\$30,100	\$33,400	\$36,100	\$38,750	\$41,450	\$44,100
	Moderate 80%	\$37,450	\$42,800	\$48,150	\$53,450	\$57,750	\$62,050	\$66,300	\$70,600
Chelan	Very Low 30%	\$12,350	\$14,100	\$15,850	\$17,600	\$19,050	\$20,450	\$21,850	\$23,250
	Low 50%	\$20,550	\$23,500	\$26,450	\$29,350	\$31,700	\$34,050	\$36,400	\$38,750
	Moderate 80%	\$32,900	\$37,600	\$42,300	\$46,950	\$50,750	\$54,500	\$58,250	\$62,000
Clallam	Very Low 30%	\$12,250	\$14,000	\$15,750	\$17,450	\$18,850	\$20,250	\$21,650	\$23,050
	Low 50%	\$20,350	\$23,250	\$26,150	\$29,050	\$31,400	\$33,700	\$36,050	\$38,350
	Moderate 80%	\$32,550	\$37,200	\$41,850	\$46,500	\$50,250	\$53,950	\$57,700	\$61,400
Columbia	Very Low 30%	\$12,400	\$14,150	\$15,900	\$17,650	\$19,100	\$20,500	\$21,900	\$23,300
	Low 50%	\$20,600	\$23,550	\$26,500	\$29,400	\$31,800	\$34,150	\$36,500	\$38,850
	Moderate 80%	\$32,950	\$37,650	\$42,350	\$47,050	\$50,850	\$54,600	\$58,350	\$62,150
Cowlitz	Very Low 30%	\$12,450	\$14,200	\$16,000	\$17,750	\$19,200	\$20,600	\$22,050	\$23,450
	Low 50%	\$20,700	\$23,650	\$26,600	\$29,550	\$31,950	\$34,300	\$36,650	\$39,050
	Moderate 80%	\$33,150	\$37,850	\$42,600	\$47,300	\$51,100	\$54,900	\$58,700	\$62,450
Douglas	Very Low 30%	\$12,350	\$14,100	\$15,850	\$17,600	\$19,050	\$20,450	\$21,850	\$23,250
	Low 50%	\$20,550	\$23,500	\$26,450	\$29,350	\$31,700	\$34,050	\$36,400	\$38,750
	Moderate 80%	\$32,900	\$37,600	\$42,300	\$46,950	\$50,750	\$54,500	\$58,250	\$62,000
Ferry	Very Low 30%	\$12,050	\$13,800	\$15,500	\$17,200	\$18,600	\$20,000	\$21,350	\$22,750
	Low 50%	\$20,100	\$23,000	\$25,850	\$28,700	\$31,000	\$33,300	\$35,600	\$37,900
	Moderate 80%	\$32,150	\$36,750	\$41,350	\$45,900	\$49,600	\$53,250	\$56,950	\$60,600

# INCOME LIMITS 2012

APPENDIX A-3

County	Income Level and %	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
Franklin	Very Low 30%	\$14,050	\$16,050	\$18,050	\$20,050	\$21,700	\$23,300	\$24,900	\$26,500
	Low 50%	\$23,400	\$26,750	\$30,100	\$33,400	\$36,100	\$38,750	\$41,450	\$44,100
	Moderate 80%	\$37,450	\$42,800	\$48,150	\$53,450	\$57,750	\$62,050	\$66,300	\$70,600
Garfield	Very Low 30%	\$12,050	\$13,800	\$15,500	\$17,200	\$18,600	\$20,000	\$21,350	\$22,750
	Low 50%	\$20,100	\$23,000	\$25,850	\$28,700	\$31,000	\$33,300	\$35,600	\$37,900
	Moderate 80%	\$32,150	\$36,750	\$41,350	\$45,900	\$49,600	\$53,250	\$56,950	\$60,600
Grant	Very Low 30%	\$12,050	\$13,800	\$15,500	\$17,200	\$18,600	\$20,000	\$21,350	\$22,750
	Low 50%	\$20,100	\$23,000	\$25,850	\$28,700	\$31,000	\$33,300	\$35,600	\$37,900
	Moderate 80%	32,150	\$36,750	\$41,350	\$45,900	\$49,600	\$53,250	\$56,950	\$60,600
Grays Harbor	Very Low 30%	\$12,050	\$13,800	\$15,500	\$17,200	\$18,600	\$20,000	\$21,350	\$22,750
	Low 50%	\$20,100	\$23,000	\$25,850	\$28,700	\$31,000	\$33,300	\$35,600	\$37,900
	Moderate 80%	32,150	\$36,750	\$41,350	\$45,900	\$49,600	\$53,250	\$56,950	\$60,600
Island	Very Low 30%	\$15,250	\$17,400	\$19,600	\$21,750	\$23,500	\$25,250	\$27,000	\$28,750
	Low 50%	\$25,400	\$29,000	\$32,650	\$36,250	\$39,150	\$42,050	\$44,950	\$47,850
	Moderate 80%	\$40,600	\$46,400	\$52,200	\$58,000	\$62,650	\$67,300	\$71,950	\$76,600
Jefferson	Very Low 30%	\$13,300	\$15,200	\$17,100	\$19,000	\$20,550	\$22,050	\$23,600	\$25,100
	Low 50%	\$22,200	\$25,350	\$28,500	\$31,650	\$34,200	\$36,750	\$39,250	\$41,800
	Moderate 80%	\$35,500	\$40,550	\$45,600	\$50,650	\$54,750	\$58,800	\$62,850	\$66,900
Kittitas	Very Low 30%	\$13,200	\$15,100	\$17,000	\$18,850	\$20,400	\$21,900	\$23,400	\$24,900
	Low 50%	\$22,050	\$25,200	\$28,350	\$31,450	\$34,000	\$36,500	\$39,000	\$41,550
	Moderate 80%	\$35,250	\$40,250	\$45,300	\$50,300	\$54,350	\$58,350	\$62,400	\$66,400
Klickitat	Very Low 30%	\$12,050	\$13,800	\$15,500	\$17,200	\$18,600	\$20,000	\$21,350	\$22,750
	Low 50%	\$20,100	\$23,000	\$25,850	\$28,700	\$31,000	\$33,300	\$35,600	\$37,900
	Moderate 80%	32,150	\$36,750	\$41,350	\$45,900	\$49,600	\$53,250	\$56,950	\$60,600
Lewis	Very Low 30%	\$12,050	\$13,800	\$15,500	\$17,200	\$18,600	\$20,000	\$21,350	\$22,750
	Low 50%	\$20,100	\$23,000	\$25,850	\$28,700	\$31,000	\$33,300	\$35,600	\$37,900
	Moderate 80%	32,150	\$36,750	\$41,350	\$45,900	\$49,600	\$53,250	\$56,950	\$60,600
Lincoln	Very Low 30%	\$12,050	\$13,800	\$15,500	\$17,200	\$18,600	\$20,000	\$21,350	\$22,750
	Low 50%	\$20,100	\$23,000	\$25,850	\$28,700	\$31,000	\$33,300	\$35,600	\$37,900
	Moderate 80%	32,150	\$36,750	\$41,350	\$45,900	\$49,600	\$53,250	\$56,950	\$60,600

# INCOME LIMITS 2012

APPENDIX A-3

County	Income Level and %	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
Mason	Very Low 30%	\$12,650	\$14,450	\$16,250	\$18,050	\$19,500	\$20,950	\$22,400	\$23,850
	Low 50%	\$21,100	\$24,100	\$27,100	\$30,100	\$32,550	\$34,950	\$37,350	\$39,750
	Moderate 80%	\$33,750	\$38,550	\$43,350	\$48,150	\$52,050	\$55,900	\$59,750	\$63,600
Okanogan	Very Low 30%	\$12,050	\$13,800	\$15,500	\$17,200	\$18,600	\$20,000	\$21,350	\$22,750
	Low 50%	\$20,100	\$23,000	\$25,850	\$28,700	\$31,000	\$33,300	\$35,600	\$37,900
	Moderate 80%	32,150	\$36,750	\$41,350	\$45,900	\$49,600	\$53,250	\$56,950	\$60,600
Pacific	Very Low 30%	\$12,050	\$13,800	\$15,500	\$17,200	\$18,600	\$20,000	\$21,350	\$22,750
	Low 50%	\$20,100	\$23,000	\$25,850	\$28,700	\$31,000	\$33,300	\$35,600	\$37,900
	Moderate 80%	32,150	\$36,750	\$41,350	\$45,900	\$49,600	\$53,250	\$56,950	\$60,600
Pend Oreille	Very Low 30%	\$12,050	\$13,800	\$15,500	\$17,200	\$18,600	\$20,000	\$21,350	\$22,750
	Low 50%	\$20,100	\$23,000	\$25,850	\$28,700	\$31,000	\$33,300	\$35,600	\$37,900
	Moderate 80%	32,150	\$36,750	\$41,350	\$45,900	\$49,600	\$53,250	\$56,950	\$60,600
San Juan	Very Low 30%	\$13,850	\$15,800	\$17,800	\$19,750	\$21,350	\$22,950	\$24,500	\$26,100
	Low 50%	\$23,050	\$26,350	\$29,650	\$32,900	\$35,550	\$38,200	\$40,800	\$43,450
	Moderate 80%	\$36,900	\$42,150	\$47,400	\$52,650	\$56,900	\$61,100	\$65,300	\$69,500
Skagit	Very Low 30%	\$13,850	\$15,800	\$17,800	\$19,750	\$21,350	\$22,950	\$24,500	\$26,100
	Low 50%	\$23,100	\$26,400	\$29,700	\$32,950	\$35,600	\$38,250	\$40,900	\$43,500
	Moderate 80%	\$36,900	\$42,200	\$47,450	\$52,700	\$56,950	\$61,150	\$65,350	\$69,600
Skamania	Very Low 30%	\$15,350	\$17,550	\$19,750	\$21,900	\$23,700	\$25,450	\$27,200	\$28,950
	Low 50%	\$25,550	\$29,200	\$32,850	\$36,500	\$39,450	\$42,350	\$45,300	\$48,200
	Moderate 80%	\$40,900	\$46,750	\$52,600	\$58,400	\$63,100	\$67,750	\$72,450	\$77,100
Stevens	Very Low 30%	\$12,050	\$13,800	\$15,500	\$17,200	\$18,600	\$20,000	\$21,350	\$22,750
	Low 50%	\$20,100	\$23,000	\$25,850	\$28,700	\$31,000	\$33,300	\$35,600	\$37,900
	Moderate 80%	32,150	\$36,750	\$41,350	\$45,900	\$49,600	\$53,250	\$56,950	\$60,600

# INCOME LIMITS 2012

APPENDIX A-3

County	Income Level and %	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
Wahkiakum	Very Low 30%	\$12,050	\$13,800	\$15,500	\$17,200	\$18,600	\$20,000	\$21,350	\$22,750
	Low 50%	\$20,100	\$23,000	\$25,850	\$28,700	\$31,000	\$33,300	\$35,600	\$37,900
	Moderate 80%	32,150	\$36,750	\$41,350	\$45,900	\$49,600	\$53,250	\$56,950	\$60,600
Walla Walla	Very Low 30%	\$12,250	\$14,000	\$15,750	\$17,450	\$18,850	\$20,250	\$21,650	\$23,050
	Low 50%	\$20,350	\$23,250	\$26,150	\$29,050	\$31,400	\$33,700	\$36,050	\$38,350
	Moderate 80%	\$32,550	\$37,200	\$41,850	\$46,500	\$50,250	\$53,950	\$57,700	\$61,400
Whatcom	Very Low 30%	\$14,250	\$16,300	\$18,350	\$20,350	\$22,000	\$23,650	\$25,250	\$26,900
	Low 50%	\$23,750	\$27,150	\$30,550	\$33,900	\$36,650	\$39,350	\$42,050	\$44,750
	Moderate 80%	\$38,000	\$43,400	\$48,850	\$54,250	\$58,600	\$62,950	\$67,300	\$71,650
Whitman	Very Low 30%	\$12,950	\$14,800	\$16,650	\$18,500	\$20,000	\$21,500	\$22,950	\$24,450
	Low 50%	\$21,600	\$24,700	\$27,800	\$30,850	\$33,350	\$35,800	\$38,300	\$40,750
	Moderate 80%	\$34,550	\$39,500	\$44,450	\$49,350	\$53,300	\$57,250	\$61,200	\$65,150
Yakima	Very Low 30%	\$12,050	\$13,800	\$15,500	\$17,200	\$18,600	\$20,000	\$21,350	\$22,750
	Low 50%	\$20,100	\$23,000	\$25,850	\$28,700	\$31,000	\$33,300	\$35,600	\$37,900
	Moderate 80%	32,150	\$36,750	\$41,350	\$45,900	\$49,600	\$53,250	\$56,950	\$60,600

## SUMMARY OF ELIGIBLE ACTIVITIES

**Public Facilities** – Activities to design, construct, or reconstruct water and sewer systems, flood and drainage facilities, solid waste disposal facilities, streets and sidewalks, and other public facilities.

Special assessments for low- and moderate-income homeowners, are eligible if the improvements meet CDBG requirements, such as Labor Standards and Environmental Review. For purposes of the CDBG program, "special assessment" is defined as the recovery of the capital costs of a completed public improvement through:

- 1) a fee or charge levied or filed as a lien against a parcel of real estate as a direct result of a benefit derived from the installation of a public improvement; or
- 2) a one-time charge made as a condition of access to the improved public system.

Low- and moderate-income property owners cannot be assessed or charged a fee to recover the capital costs of any CDBG-funded public facility.

**Community Facilities** – Acquisition, design, construction, or reconstruction of community facilities to serve lower income communities or lower income youth, elderly, or other lower income groups with special needs. This includes shelters and transitional housing facilities. It also includes acquisition, design, construction, or rehabilitation of fire protection facilities, and purchase of fire protection equipment. Community facility projects must provide the intended benefit for at least 10 years.

**Economic Development** – Construction or reconstruction of public infrastructure or facilities in support of private for-profit entities when the project will create or retain full-time equivalent (FTE), permanent jobs primarily for low- and moderate-income persons. Local microenterprise assistance programs offering direct loans and technical assistance/training to commercial enterprises with 5 or fewer employees, when at least one is the enterprise owner. Downtown revitalization activities, including infrastructure improvements, façade rehabilitation, and correction of code violations. Capitalizing a local economic development revolving loan fund for eligible private for-profit entities to create or retain FTE permanent jobs primarily for low- and moderate-income persons, or when the business provides essential services to residents of a low- and moderate-income residential area. Applications for local revolving loan funding must demonstrate a need for loan capital assistance and loan packaging assistance beyond what is currently provided by existing Commerce programs, such as the Rural Washington Loan Fund. Assistance to private for-profit entities such as loans, loan guarantees, interest supplements, and interim financing/float loans to create or retain full-time equivalent (FTE), permanent jobs primarily for low- and moderate-income persons. *The need for public funds to benefit private for-profit entities must clearly balance the extent of public benefit received.*

**Housing Rehabilitation** – Activities to rehabilitate public or privately-owned, single- or multi-family housing units, commercial buildings and other non-residential structures. Substantial housing rehabilitation, lead-based paint mitigation, minor home repairs, energy conservation improvements and removal of architectural barriers are eligible rehabilitation activities. Also eligible is the cost of connecting residential structures to available water and sewer lines. Rehabilitation assistance may be provided in the form of grants, loans, loan guarantees or interest supplements. Housing rehabilitation grants are limited to \$500,000 each. CDBG funds available for housing rehabilitation administration costs are generally limited to 25 percent of the CDBG award.

**Comprehensive** - A comprehensive project includes activities listed in at least two of the other categories. For example, neighborhood revitalization by improving streets, sewer, water, and housing rehabilitation, is considered comprehensive. These activities must be related and coordinated to achieve more results than would be possible when addressed individually.

**Other Eligible Activities** - The following activities are eligible, and depending on the context, may qualify as elements of any of the above project categories:

- **Local Match** - For the non-federal share required by other federal or state grant programs used to support CDBG-eligible activities.
- **Relocation** - Relocation payments and assistance to permanently or temporarily displaced individuals, families, or businesses. All CDBG proposals that may cause displacement must include relocation assistance in the project plan and budget.

## **TITLE 1 OF THE HOUSING AND COMMUNITY DEVELOPMENT ACT OF 1974**

This Act is the congressionally adopted statute from which most of the CDBG Program regulations are developed. Section 105(a) identifies eligible activities and is reproduced, in its entirety, below:

### **ELIGIBLE ACTIVITIES - Section 105 (a) Activities assisted under this title may include only:**

(1) the acquisition of real property (including air rights, water rights, and other interests therein) which is (A) blighted, deteriorated, deteriorating, undeveloped, or inappropriately developed from the standpoint of sound community development and growth; (B) appropriate for rehabilitation or conservation activities; (C) appropriate for the preservation or restoration of historical sites, the beautification of urban land, the conservation of open spaces, natural resources, and scenic areas, the provision of recreational opportunities, or the guidance of urban development; (D) to be used for the provision of public works, facilities, and improvements eligible for assistance under this title; or (E) to be used for other public purposes.

(2) the acquisition, construction, reconstruction, or installation (including design features and improvements with respect to such construction, reconstruction, or installation that promote energy efficiency) of public works, facilities (except for buildings for the general conduct of government), and site or other improvements.

(3) code enforcement in deteriorated or deteriorating areas in which such enforcement, together with public or private improvements or services to be provided, may be expected to arrest the decline of the area.

(4) clearance, demolition, removal, and rehabilitation (including rehabilitation which promotes energy efficiency) of buildings and improvements (including interim assistance, and financing public or private acquisition for rehabilitation, and rehabilitation of privately owned properties and including the renovation of closed school buildings).

(5) special projects directed to the removal of material and architectural barriers which restrict the mobility and accessibility of elderly and handicapped persons.

(6) payments to housing owners for losses of rental income incurred in holding for temporary periods housing units to be utilized for the relocation of individuals and families displaced by activities under this title.

(7) disposition (through sale, lease, donation or otherwise) of any real property acquired pursuant to this title or its retention for public purposes.

(8) provisions of public services, including but not limited to those concerned with employment, crime prevention, child care, health, drug abuse, education, energy conservation, welfare or recreation needs, if such services have not been provided by the unit of general local government (through funds raised by the said unit, or received by such unit from the state in which it is located) during any part of the twelve-month period immediately preceding the date of submission of the statement with respect to which funds are to be made available under this title, and which are to be used for such services, unless the Secretary finds that the discontinuation of such services was the result of events not within the control of



the unit of general local government, except that not more than 15 percent of the amount of any assistance to a unit of general local government under this title may be used for activities under this paragraph unless such unit of general local government used more than 15 percent of the assistance received under this title for fiscal year 1982 or fiscal year 1983 for such activities (excluding any assistance received pursuant to Public Law 98-8), in which case such unit of general local government may use not more than the percentage or amount of such assistance used for such activities for such fiscal year, whichever method of calculation yields the higher amount.

(9) payment of the non-federal share required in connection with a federal grant-in-aid program undertaken as part of activities assisted under this title.

(10) payment of the cost of completing a project funded under Title I of the Housing Act of 1949.

(11) relocation payments and assistance for displaced individuals, families, businesses, organizations, and farm operations, when determined by the grantee to be appropriate.

(12) activities necessary (A) to develop a comprehensive community development plan, and (B) to develop a policy-planning-management capacity so that the recipient of assistance under this title may more rationally and effectively (i) determine its needs, (ii) set long-term goals and short-term objectives, (iii) devise programs and activities to meet these goals and objectives, (iv) evaluate the progress of such programs in accomplishing these goals and objectives, and (v) carry out management, coordination, and monitoring of activities necessary for effective planning implementation.

(13) payment of reasonable administrative costs related to establishing and administering federally approved enterprise zones and payment of reasonable administrative costs and carrying charges related to the planning and execution of community development and housing activities, including the provision of information and resources to residents of areas in which community development and housing activities are to be concentrated with respect to the planning and execution of such activities, and including the carrying out of activities as described in section 701(e) of the Housing Act of 1954 on the date prior to the date of enactment of the Housing and Community Development Amendments of 1981.

(14) provision of assistance including loans (both interim and long term) and grants for activities which are carried out by public or private nonprofit entities, including (A) acquisition of real property. (B) acquisition, construction, reconstruction, rehabilitation, or installation of (i) public facilities (except for buildings for the general conduct of government), site improvements, and utilities, and (ii) commercial or industrial buildings or structures and other commercial or industrial real property improvements; and (iii) planning.

(15) assistance to neighborhood-based nonprofit organizations, local development corporation, nonprofit organizations serving the development needs of the communities or non-entitlement areas, or entities organized under section 301(d) of the Small Business Investment Act of 1958 to carry out a neighborhood revitalization or community economic development or energy conservation project in furtherance of the objectives of Section 101(c), and assistance to neighborhood-based nonprofit organizations, for the purpose of assisting, as part of neighborhood revitalization or other community development, the development of shared housing opportunities (other than by construction of new facilities) in which elderly families (as defined in Section 3(b)(3) of the United States Housing Act of 1937) benefit as a result of living in a dwelling in which the facilities are shared with others in a manner that effectively and efficiently meets the housing needs of the residents and thereby reduces their cost of housing.

(16) activities necessary to the development of energy use strategies related to recipient's development goals, to assure that those goals are achieved with maximum energy efficiency, including items such as:

(A) an analysis of the manner in, and the extent to which energy conservation objectives will be integrated into local government operation, purchasing and service delivery, capital improvements

budgeting, waste management, district heating and cooling, land use planning and zoning, and traffic control, parking, and public transportation functions.

(B) a statement of the action the recipient will take to foster energy conservation and the use of renewable energy resources in private sector, including the enactment and enforcement of local codes and ordinances to encourage or mandate energy conservation or use of renewable energy resources, financial and other assistance to be provided (principally for the benefit of low- and moderate-income persons) to make energy conserving improvements to residential structures, and any other proposed energy conservation activities.

(17) provisions of assistance to private, for-profit entities, when the assistance is necessary or appropriate to carry out an economic development project.

(18) the rehabilitation or development of housing assisted under Section 17 of the United States Housing Act of 1937.

(19) provision of assistance to facilitate substantial reconstruction of housing owned and occupied by low-income persons (A) where the need for reconstruction was not determinable until after rehabilitation under this section had already commenced, or (B) where the reconstruction is part of a neighborhood rehabilitation effort and the grantee (i) determines the housing is not suitable for rehabilitation, and (ii) demonstrates to the satisfaction of the Secretary that the cost of substantial reconstruction is significantly less than the cost of new construction and less than the fair market value of the property after substantial reconstruction.

(20) provision of technical assistance to public or nonprofit entities to increase the capacity of such entities to carry out eligible neighborhood revitalization or economic development activities, which assistance shall not be considered a planning cost as defined paragraph (12) or administrative cost as defined in paragraph (13).

(21) housing services, such as housing counseling, energy auditing, preparation of work specification, loan processing, inspections, tenant selection, management of tenant-based rental assistance, and other services related to assisting owners, tenants, contractors, and other entities, participating or seeking to participate in housing activities authorized under this section, or under Title II of the Cranston-Gonzalez National Affordable Housing Act, except that activities under this paragraph shall be subject to any limitation on administrative expenses imposed by any law.

(22) provision of assistance by recipients under this title to institutions of higher education having a demonstrated capacity to carry out eligible activities under this subsection for carrying out such activities.

(23) provision of assistance to public and private organizations, agencies, and other entities (including nonprofit and for-profit entities) to enable such entities to facilitate economic development by:

(A) providing credit (including providing direct loans and loan guarantees, establishing peer lending programs) for the establishment, stabilization, and expansion of microenterprises.

(B) providing technical assistance, advice, and business support services (including assistance, advice, and support relating to developing business plans, securing funding, conducting marketing, and otherwise engaging in microenterprise activities) to owners of microenterprises and persons developing microenterprises.

(C) providing general support (such as peer support programs and counseling) to owners of microenterprises and persons developing microenterprises.

(24) activities necessary to make essential repairs and to pay operating expenses necessary to maintain the habitability of housing units acquired through tax foreclosure proceedings in order to prevent abandonment and deterioration of such housing in primarily low-income neighborhoods.

(25) provision of direct assistance to facilitate and expand home ownership among persons of low-income (except that such assistance shall not be considered a public service for purpose of paragraph (8) by using such assistance to:

(A) subsidize interest rates and mortgage principal amounts for low-income home buyers.

(B) finance the acquisition by low-income home buyers of housing that is occupied by the home buyers.

(C) acquire guarantees for mortgage financing obtained by low-income home buyers from private lenders (except that amounts received under this title may not be used under this subparagraph to directly guarantee such mortgage financing and grantees under this title may not directly provide such guarantees).

(D) provide up to 50 percent of any down payment required from low-income home buyer.

(E) pay reasonable closing costs (normally associated with the purchase of a home) incurred by low-income home buyer.

(b) Upon the request of the recipient of assistance under this title, the Secretary may agree to perform administrative services on a reimbursable basis on behalf of such recipient in connection with loans or grants for the rehabilitation of properties as authorized under subsection (a)(4).

(c)(1) In any case in which an assisted activity described in paragraph (14) or (17) of subsection (a) is identified as principally benefiting persons of low-income, such activity shall:

(A) be carried out in a neighborhood consisting predominately of person of low-income and provide services for such person.

(B) involve facilities designed for use predominately by person of low-income.

(C) involve employment of persons, a majority of whom are persons of low-income.

(2)(A) In any case in which an assisted activity described in subsection (a) is designed to serve an area generally and is clearly designed to meet identified needs of persons of low-income in such area, such activity shall be considered to principally benefit persons of low income if (i) not less than 51 percent of the residents of such area are persons of low-income; (ii) in any metropolitan city or urban county, the area served by such activity is within the highest quartile of all areas within the jurisdiction of such city or county in terms of the degree of concentration of persons of low-income; or (iii) the assistance for such activity is limited to paying assessments (including any charge made as a condition of obtaining access) levied against properties owned and occupied by persons of low-income to recover the capital cost for a public improvement.

(B) The requirements of subparagraph (A) do not prevent the use of assistance under this title for the development, establishment, and operation for not to exceed 2 years after its establishment of a uniform emergency telephone number system if the Secretary determines that.

(i) such system will contribute substantially to the safety of the residents of the area served by such system.

(ii) not less than 51 percent of the use of the system will be by persons of low-income.

(iii) other federal funds received by the grantee are not available for the development, establishment, and operation of such system due to the insufficiency of the amount of such funds, the restrictions on the use of such funds, or the prior commitment of such funds for other purposes by the grantee. The percentage of the cost of the development, establishment, and operation of such a system that may

be paid from assistance under this title and that is considered to benefit low-income persons is the percentage of the population to be served that is made up of persons of low-income.

(3) Any assisted activity under this title that involves the acquisition or rehabilitation of property to provide housing shall be considered to benefit persons of low-income only to the extent such housing will, upon completion, be occupied by such persons.

## **INELIGIBLE ACTIVITIES**

Although ineligible activities are not specifically identified in Title I, the Code of Federal regulations (CFR's), developed from the statute, provide guidance. According to 24 CFR 570.207, the general rule is that any activity that is not authorized under the provisions of 570.201 - 570.206 of this Subpart is ineligible to be carried out with CDBG funds. This section identifies three specific activities that are ineligible and provides guidance thought to be necessary in determining the eligibility of several other activities frequently associated with housing and community development.

(A) the following activities may not be carried out using CDBG funds:

(1) Buildings or portions thereof used predominantly for the general conduct of government cannot be assisted with CDBG funds. Such buildings include, but are not limited to: city halls and other headquarters of government where governing body of the recipient meets regularly, courthouses, and other state or local government office buildings. This does not exclude, however, the removal of architectural barriers under Subpart 570.201 (k) and historic preservation under 570.202(d) involving any such building. Also, where acquisition of real property includes an existing improvement which is to be utilized in the provision of a building or facility for the general conduct of government, the portion of the acquisition cost attributable to the land is eligible provided such acquisition meets a national objective, (570.208).

(2) General government expenses. Except as otherwise specifically authorized in this Subpart or under OMB Circular A-87, expenses required to carry out the regular responsibilities of the unit of general local government are not eligible for assistance under this Part.

(3) Political activities. CDBG funds shall not be used to finance the use of facilities or equipment for political purposes or to engage in other partisan political activities, such as candidate forums, voter transportation, or voter registration. However, a facility originally financed in whole or in part with CDBG funds may be used on an incidental basis to hold political meetings, candidate forums, or voter registration campaigns, provided that all parties and organizations have access to the facility on an equal basis, and are assessed equal rent or use charges, if any.

(B) The following activities may not be carried out with CDBG funds unless authorized under provisions of 570.203 or as otherwise specifically noted herein, or when carried out by a subrecipient under the provisions of 570.204.

(1) Purchase of equipment. The purchase of equipment with CDBG funds is generally ineligible.

(i) Construction equipment. The purchase of construction equipment is ineligible, but compensation for the use of such equipment through leasing, depreciation, or use allowances pursuant to OMB Circulars A-87 or A-122 as applicable for an otherwise eligible activity is an eligible use of CDBG funds. However, the purchase of construction equipment for use as part of a solid waste disposal facility is eligible under Subpart 570.201(c).

(ii) Fire protection equipment. Fire protection equipment is considered for this purpose to be an integral part of a fire protection facility and thus, purchase of such equipment would be eligible under 570.201(c).

(iii) Furnishings and personal property. The purchase of equipment, fixtures, motor vehicles, furnishings, or other property which is not an integral structural fixture is generally ineligible. CDBG funds may be used, however, to purchase, or to pay depreciation or use allowances (in accordance with OMB Circulars A-87 or A-122, as applicable), for such items when necessary for use by a recipient or its subrecipients in the administration of activities assisted with CDBG funds, or when eligible as firefighting equipment, or as a public service pursuant to Subpart 570.201(e).

(2) Operating and maintenance expenses. The general rule is that any expense associated with repairing, operating or maintaining public facilities and services is ineligible. Specific exceptions to this general rule are operating and maintenance expenses associated with public service activities, interim assistance and office space for program staff employed in carrying out the CDBG program. For example, where a public service is being assisted with CDBG funds, the cost of operating and maintaining that portion of the facility in which the service is located is eligible as part of the public service. Examples of ineligible operating and maintenance expenses are:

(i) Maintenance and repair of streets, parks, playgrounds, water and sewer facilities, neighborhood facilities, senior centers, centers for the handicapped, parking and similar public facilities. Examples of maintenance and repair activities for which CDBG funds may not be used include the filling of pot holes in streets, repairing cracks in sidewalks, the mowing of recreational areas, and the replacement of expended street light bulbs.

(ii) Payment of salaries for staff, utility costs and similar expenses necessary for the operation of public works and facilities.

(3) New housing construction. Assistance may not be used for the construction of new permanent residential structures or for any program to subsidize or finance such new construction, except:

(i) As provided under the last resort housing provisions set forth in 49 CFR Part 24.

(ii) As authorized under 570.201(m).

(iii) When carried out by a subrecipient pursuant to 570.204(a).



## CITIZEN PARTICIPATION



Public participation is a CDBG requirement. This Appendix includes detailed information on how to meet the CDBG citizen participation requirements. Sample notices and handouts are included.

Review **ALL** the materials with the staff person responsible for public hearings and establish a timeline for completion. You can't start on this aspect of your application too soon.

To apply for CDBG funds, a jurisdiction must show it has involved its citizens in the CDBG application process and complied with the specific federal citizen participation requirements outlined in 24 CFR 570.486. The purpose of these activities is to inform residents and decision-makers of the availability of CDBG funds and to provide an opportunity for community members to present potential projects and offer input on proposed projects.

✓ **HELPFUL HINT:** Plan for the required initial public hearing NOW! Decide the hearing date and then work backward to determine when and how the public announcement must be published to allow sufficient notice time and outreach.

If a jurisdiction intends to apply for more than one type of CDBG grant during the same year, it is advisable to contact the CDBG office to discuss how to coordinate these citizen participation and public hearing requirements.

### THE MINIMUM CITIZEN PARTICIPATION STEPS

1. Review local demographic data to assess if it is reasonable to expect a significant number of non-English speaking residents to participate in the public hearing and advertise and conduct the public hearing in accordance with this assessment.
2. Publish an official announcement of the hearing, providing reasonable advance notice. A sample public hearing notice with required language is provided in this Appendix.
3. Conduct at least one public hearing prior to submission of the CDBG application. This hearing must be held at a convenient time and location to encourage citizen participation.
4. Distribute CDBG handouts on the availability of CDBG funds and eligible uses, and the CDBG citizen participation regulations at the public hearing. CDBG public hearing handouts are provided in this Appendix.
5. Adopt a grievance procedure for the use of CDBG funds. A sample grievance procedure is provided in this Appendix.
6. Complete and submit the Citizen Participation Documentation form with all necessary public hearing documentation as part of your CDBG application.

# CITIZEN PARTICIPATION REQUIREMENTS INFORMATION

## 1. Public Hearing Logistics

What is a public hearing? – A public hearing is a meeting of a governmental body during which the public is invited to the council or board of county commissioners, who will primarily listen and receive public input, and the comments received go into the public record. A public hearing may be held as part of a regularly scheduled public meeting where official decisions may then be made or where it is elected to make a decision at a subsequent meeting. Do not assume a regular council or board meeting will meet the public hearing requirement.

Who must conduct the hearing? – The applicant city, town or county. Although some applications are developed by other community organizations or special districts, these organizations cannot conduct the hearing and have it meet CDBG requirements.

When must the hearing be held? – Prior to submission of the CDBG application and within 18 months of the application submittal date.

Where must the hearing be held? – The hearing location must be accessible to persons of disability. The location must also be convenient for persons likely impacted by the proposed project. This is particularly relevant for a county proposing a project in a community that is far from the county seat.

## 2. Public Hearing Notice

When must the advance notice be made? A legal notice is generally published at least one week prior to the hearing date. The notice must meet the local public hearing notice requirements.

Where must the notice be made? – The hearing must be well advertised, generally in the official local paper. If it meets the local notice requirements, the hearing notice can be on an official on-line source. In addition, public notice can be made using community bulletin boards, local newsletters, billing statements, newspaper articles or door-or-door distribution. Residents within those areas in which CDBG funds are proposed to be used, especially the low- and moderate-income persons, should be encouraged to attend or provide comment.

What must the notice say? – A sample notice is provided in this Appendix.

## 3. Public Hearing Purpose

What must the CDBG hearing cover? – The hearing is to obtain citizens' views and respond to proposals and questions. It must cover community development and housing needs and the availability of CDBG funds. This purpose is supported by distributing the required CDBG handouts. Distributing additional materials describing the proposed project(s) is advisable. A copy of the CDBG handouts in Spanish is provided in this Appendix.

## 4. Meeting the Needs of Non-English Speaking Residents

All CDBG applicants must complete the Citizen Participation Form, in Section 1 of the Planning-Only Grant Application Handbook. This form lists potential outreach steps and accommodations and outlines how to document the efforts. The CDBG public hearing should not be advertised or conducted without first ensuring appropriate outreach and accommodations are accomplished. At a minimum, the public hearing notice and handouts should be in the alternative language and a translator should attend the public hearing.

The federal citizen participation regulations in this Appendix state that "public hearings shall be conducted in a manner to meet the needs of non-English speaking residents where a significant number of non-English speaking residents can reasonably be expected to participate." The applicant jurisdiction must review local demographic data and consider the potential impacts of the proposed project to determine the appropriate outreach steps and accommodations to meet the needs of non-English speaking residents.



Data on the number and percent of non-English speaking residents in a jurisdiction can be found on the US Census website at <http://www.factfinder2.census.gov/> by following these directions:

1. In the Quick Start section;
  - Under “topic or table name” box, enter “selected social characteristics,” and;
  - Under “state, county or place” enter the jurisdiction’s name, and;
  - Select “topics” and;
  - Click on “GO” to bring up a list of tables.

2. Click on the most recent data set in the table to open it up.

3. Scroll down to nearly the bottom of the table to the “Language Spoken at Home.”

4. Under “Language Other Than English,” look for the line labeled “Speak English Less Than Very Well.” The data in the “Percent” column is what you need to assess.

Selected Social Characteristics in the United States		Number		Percent	
		Estimate	Margin of Error	Estimate	Margin of Error
<b>HOUSEHOLDS BY TYPE</b>					
Total households		293	+/-69	293	(X)
Family households (families)		197	+/-55	67.2%	+/-13.5
<b>LANGUAGE SPOKEN AT HOME</b>					
Population 5 years and over		743	+/-191	743	(X)
English only		438	+/-127	59.0%	+/-14.1
Language other than English		305	+/-147	41.0%	+/-14.1
Speak English less than "very well"		180	+/-92	24.2%	+/-10.3
Spanish		305	+/-147	41.0%	+/-14.1
Speak English less than "very well"		180	+/-92	24.2%	+/-10.3
Other Indo-European languages		0	+/-119	0.0%	+/-4.3
Speak English less than "very well"		0	+/-119	0.0%	+/-4.3
Asian and Pacific Islander languages		0	+/-119	0.0%	+/-4.3
Speak English less than "very well"		0	+/-119	0.0%	+/-4.3
Other languages		0	+/-119	0.0%	+/-4.3
Speak English less than "very well"		0	+/-119	0.0%	+/-4.3

If the result is over 10% for any single language, then additional outreach and additional accommodations are necessary to encourage participation from non-English speaking residents.

Contact the CDBG office for assistance in accessing and interpreting this data.

## 5. Grievance Procedure

What must the procedure do? – The grievance procedure must provide citizens the address, phone number, and times for submitting complaints and grievances, and provide timely written answers to written complaints and grievances, within 15 working days where practicable. A sample procedure to be adopted is in this Appendix.

✓ **NOTE: If funded**, an additional public hearing will be required towards the end of the project to review and receive comments on the project’s performance. This final public hearing should be included in your proposal’s Work Plan. Also if funded, a public hearing would be required if activities are proposed to be added, deleted or substantially changed from the original proposal.

## SAMPLE PUBLIC HEARING NOTICE

Additional information can be added to these required clauses to meet specific local announcement needs and to encourage participation.

If a local government intends to apply for more than one type of CDBG grant during the same year, it is advisable to contact the CDBG office to discuss how to coordinate these citizen participation and public hearing requirements.

If the local government's assessment of demographic data shows there is a significant population of non-English speaking residents (see the Citizen Participation Documentation form), then select the applicable accommodation clause below and publicize this notice also in the alternative language.

Where/When:	NOTICE IS HEREBY GIVEN that a public hearing will be held by the <i>(city council/county board of commissioners)</i> in the <i>(council chambers/hearing room)</i> , <i>(location)</i> , on <i>(date and time)</i> .
Purpose Clause:	The purpose of the public hearing is to review community development and housing needs, inform citizens of the availability of funds and eligible uses of the state Community Development Block Grant (CDBG), and receive comments on proposed activities, particularly from lower income persons [OPT. and persons residing in the <i>(name of area)</i> area <i>(if proposed project is for a smaller service area/neighborhood)</i> ].
Clause describing the availability of CDBG funds and eligible uses:	Up to \$1 million may be available to the <i>(city/county)</i> on a statewide competitive basis to fund public facility, community facility, economic development and affordable housing projects that principally benefit low- and moderate-income persons.
Comment clause:	An outline of the proposed <i>(project name)</i> project will be available for review at the <i>(local government office and/or library)</i> , <i>(time and date – to be prior to when application is submitted)</i> . Comments may also be submitted in writing to <i>(city/county)</i> , <i>(time period)</i> .
Select the applicable accommodation clause based on the assessment in your Citizen Participation Documentation form:  1. Standard  <b>Or</b>  2. When significant number of non-English speaking residents	<p>The <i>(council chambers/hearing room)</i> is handicap accessible. Arrangements to reasonably accommodate special needs, including handicap accessibility or interpreter, will be made upon receiving 24-hour advance notice. Contact <i>(name)</i> at <i>(number, location)</i>.</p> <p>A <i>(insert alternate language)</i> interpreter will be available. The <i>(council chambers/hearing room)</i> is handicap accessible. Additional arrangements to reasonably accommodate special needs will be made upon receiving 24-hour advance notice. Contact <i>(name)</i> at <i>(number, location)</i>.</p>

## SAMPLE GRIEVANCE PROCEDURE

This sample grievance procedure is intended to serve as a guide and should be revised to reflect local circumstances and to incorporate any applicable state or local laws.

The Grievance Procedure can be the local government's complaint process if it meets the standards of the CDBG citizen participation regulations.

If a local grievance procedure has been accepted by the CDBG program staff for a prior CDBG project it can be submitted for a new project, unless that procedure's scope is clearly limited to the prior CDBG project and is not general for a new CDBG project.

An ADA Grievance Procedure does not meet this requirement.

1. Submit complaints in writing to the designated official (such as the city manager, city/county clerk, or county executive) for resolution. A record of the complaints and action taken will be maintained. A decision by the designated official will be rendered within 15 working days.
  2. If the complaint cannot be resolved to your satisfaction by the designated official,
    - It will be forwarded to a committee appointed by the governing body. This committee's membership, its ground rules or procedures for hearing complaints, and how the committee can be contacted will be available to the public. The committee will be directed to hear such complaints in an objective, public manner, and after adequate public notice. A written decision will be made within 30 working days. Proceedings of the committee will be recorded and maintained.
- OR
- The complaint will be heard and discussed by the governing, elected body at an open, public meeting. A written decision will be made within 30 working days. The decision of the governing body is final.
3. A record of action taken on each complaint will be maintained as a part of the records or minutes at each level of the grievance process.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2013.

\_\_\_\_\_  
(Signature of Chief Administrative Officer)

\_\_\_\_\_  
(Title)

Attest: \_\_\_\_\_





# Community Development Block Grant Program

## For More Information:

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**2013 amounts  
are proposed,  
contingent upon  
approval of the  
state 2013  
Action Plan and  
federal funding**

## Introduction

The Washington State Community Development Block Grant (CDBG) program provides funds on a competitive basis for public facilities, community facilities, economic development, affordable housing, public services and planning projects that principally benefit low- and moderate-income persons.

Since 1982, the Washington State CDBG Program has distributed and managed over \$445 million from the U.S. Department of Housing and Urban Development (HUD). With this funding, the CDBG Program improves the economic, social and physical environment of eligible, rural cities and counties to enhance the quality of life for low- and moderate-income residents, and as a result, make a difference for the entire community.

## 2013 Funding Set-Asides

In 2013, approximately \$12 million in federal CDBG funds are anticipated to be awarded to Washington State. These funds are proposed to be distributed as follows:

- **General Purpose Grants** **\$9,750,000**  
Contact: Kaaren Roe  
Grants for public facility, community facility, affordable housing, or economic development projects principally benefiting low- and moderate-income persons in eligible rural communities. Annual competitive application cycle with maximum grant of \$750,000 or \$1 million if higher funding criteria are met. Application materials are released in November 2012, with applications due by January 31, 2013 and awards announced in May 2013.
- **Planning-Only Grants** **\$425,000**  
Contact: Phyllis Cole  
Grants for a range of planning activities that lead to implementation of priority projects for eligible small communities and rural counties. Maximum grants at \$24,000 or \$35,000 for critical public health issues where non-compliance, hardships and lack of other funding exist. Application materials are released in April 2013 and can be submitted year round beginning May 2013, with first awards announced by July 2013 and ongoing until all funds have been awarded.

- **Housing Enhancement Grants** **\$200,000**  
 Contact: Kaaren Roe  
 Companion funds to support priority applications submitted to the Washington State Housing Trust Fund, which fund necessary off-site infrastructure or community facility components of the affordable housing project.
- **Imminent Threat Grants** **\$125,000**  
 Contact: Kaaren Roe  
 Provides funds to address unique emergencies posing a serious and immediate threat to public health and safety on a funds availability basis. Upon formal Declaration of Emergency and completion of an Imminent Threat grant application, costs can be covered for a temporary repair or solution while funding for a permanent fix is secured.
- **Public Services Grants** **\$1,500,000**  
 Contact: Laurie Dschaak  
 Provides funds to 17 eligible counties and community action agencies to fund new or expanded direct services for persons with low- and moderate- incomes.
- **CDBG Economic Development Loans** **\$11,000,000**  
 Contact: Mary Trimarco  
 Provides eligible jurisdictions with short-term loans for economic development/job creation financing for CDBG-eligible activities meeting a HUD National Objective. Applications may be submitted on an ongoing, fund available basis.
 
  - Float Loan - Economic Development/Job Creation
  - HUD Section 108 Guarantee Loans

## **HUD National Objectives**

CDBG project activities must meet one of three HUD National Objectives:

- Principally benefits low-and moderate-income persons
- Aids in the prevention or elimination of slums or blight
- Addresses imminent threat to public health or safety

## **CDBG Eligibility Guidelines**

- Eligible applicants are Washington State cities/towns with less than 50,000 in population and not participating in a CDBG entitlement urban county consortium; and counties with less than 200,000 in population. Eligible cities/towns and counties are listed on the CDBG website.
- Special purpose districts, public housing authorities, community action agencies, economic development councils, other nonprofit organizations, and Indian tribes are not eligible to apply directly to the state CDBG Program for funding, but may be a partner in projects and subrecipient of funding with an eligible city/town or county applicant.
- Applicants may submit one request per fund each program year. Exception: An eligible city/town or county may apply for a second General Purpose Grant if one application is for a local microenterprise assistance program.

## Federal Citizen Participation Requirements for Local Government Applicants to the State CDBG Program

### Federal Regulations 24 CFR 570.486 (a)

- (a) *Citizen participation requirements of a unit of general local government.* Each unit of general local government shall meet the following requirements as required by the state at Sec. 91.115(e) of this title.
- (1) Provide for and encourage citizen participation, particularly by low and moderate income persons who reside in slum or blighted areas and areas in which CDBG funds are proposed to be used;
  - (2) Ensure that citizens will be given reasonable and timely access to local meetings, information, and records relating to the unit of local government's proposed and actual use of CDBG funds;
  - (3) Furnish citizens information, including but not limited to:
    - (i) The amount of CDBG funds expected to be made available for the current fiscal year (including the grant and anticipated program income);
    - (ii) The range of activities that may be undertaken with the CDBG funds;
    - (iii) The estimated amount of the CDBG funds proposed to be used for activities that will meet the national objective of benefit to low and moderate income persons; and
    - (iv) The proposed CDBG activities likely to result in displacement and the unit of general local government's anti-displacement and relocation plans required under Sec. 570.488.
  - (4) Provide technical assistance to groups representative of persons of low and moderate income that request assistance in developing proposals in accordance with the procedures developed by the state. Such assistance need not include providing funds to such groups;
  - (5) Provide for a minimum of two public hearings, each at a different stage of the program, for the purpose of obtaining citizens' views and responding to proposals and questions. Together the hearings must cover community development and housing needs, development of proposed activities and a review of program performance. The public hearings to cover community development and housing needs must be held before submission of an application to the state. There must be reasonable notice of the hearings and they must be held at times and locations convenient to potential or actual beneficiaries, with accommodations for the handicapped. Public hearings shall be conducted in a manner to meet the needs of non-English speaking residents where a significant number of non-English speaking residents can reasonably be expected to participate;
  - (6) Provide citizens with reasonable advance notice of, and opportunity to comment on, proposed activities in an application to the state and, for grants already made, activities which are proposed to be added, deleted or substantially changed from the unit of general local government's application to the state. *Substantially changed* means changes made in terms of purpose, scope, location or beneficiaries as defined by criteria established by the state.
  - (7) Provide citizens the address, phone number, and times for submitting complaints and grievances, and provide timely written answers to written complaints and grievances, within 15 working days where practicable.







# Subvención Global Para Desarrollo Comunitario

## Para obtener más Información:

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2013 Cantidades  
son propuestos,  
depende de la  
aprobación del  
2013 plan de  
acción del estado  
y financiación  
federal.

[www.commerce.wa.gov/cdbg](http://www.commerce.wa.gov/cdbg)

## Introducción:

El programa de Subvención Global para Desarrollo Comunitario del Estado de Washington (CDBG) proporciona fondos sobre una base competitiva para instalaciones de la comunidad y públicas, desarrollo económico, viviendas asequible, servicios publicas y proyectos de planificación que benefician principalmente a personas de ingresos bajos y moderados.

Desde 1982, el programa de CDBG del Estado de Washington ha distribuido y administrado más de 455 millones de dólares de los Estados Unidos departamento de vivienda y desarrollo urbano (HUD). Con este financiamiento, el programa CDBG mejora el entorno económico, social y físico de las ciudades rurales elegibles y condados para mejorar la calidad de vida para los residentes de ingresos bajos y moderados y en consecuencia, hacer una diferencia para toda la comunidad.

## 2013 Fondos Reservados

En 2013, aproximadamente 12 millones de dólares en fondos federales de CDBG se otorgará al Estado de Washington. Se propone que los fondos serían distribuidas como sigue:

- **Concesión de Propósito General** **\$9,750,000**  
Contacto: Kaaren Roe  
Las becas para instalaciones públicas y de la comunidad, la vivienda económica, o los proyectos de desarrollo económico que se benefician principalmente personas con ingresos bajos y moderados elegibles en las comunidades rurales. Ciclo anual competitiva aplicación con subsidio/beca máximo de \$750.000 o un millón de dólares si se cumplen los criterios de una financiación mayor. Aplicación materiales son liberados en Noviembre 2012, con aplicaciones debido al 31 de enero, 2013 y premios en 2013 Mayo.
- **Concesión para Planificación Solamente** **\$425,000**  
Contacto: Phyllis Cole  
Becas para la planificación de una serie de actividades que conducen a la realización de proyectos elegibles para prioridad comunidades pequeñas y condados rurales. Becas Máximo de \$ 24,000 o \$ 35,000 para los temas críticos de salud pública en caso de incumplimiento, dificultades y la falta de otras fuentes de financiación existentes. Materiales de la solicitud de publico en Mayo 2013, y se puede presentar ano redondo y empezar en Mayo de 2013 asta que todos los fondos se han otorgado.
- **Concesión para Mejora de la Vivienda** **\$200,000**  
Contacto: Kaaren Roe  
Fondos de acompañante para soportar aplicaciones de prioridad enviadas a Washington estado vivienda Fondo Fiduciario, que financian infraestructura fuera necesaria o componentes de servicio comunitario del proyecto de vivienda razonable.

- **Concesión de Amenaza Inminente** **\$125,000**  
 Contacto: Kaaren Roe  
 Proporciona fondos para atender las emergencias que plantea un único peligro grave e inmediato para la salud y la seguridad pública en una disponibilidad de fondos base. Sobre la formal declaración de emergencia y realización de una amenaza inminente conceder la aplicación, pueden cubrir los costos para una reparación temporal o solución mientras que la financiación para una solución permanente está asegurado.
  
- **Concesión para Servicios Públicos** **\$1,500,000**  
 Contacto: Kaaren Roe  
 Proporciona fondos para los 17 condados elegibles y agencias de acción comunitaria para financiar servicios directos nuevos o ampliados para las personas con ingresos bajos y moderados.
  
- **Portafolio de Empréstitos Comercial-CDBG** **\$11,000,000**  
 Contacto: Mary Trimarco  
 Proporciona jurisdicciones elegibles con préstamos a corto plazo para e desarrollo económico/financiación para la creación de empleo CDBG actividades elegibles que complan un objetivo HUD Nacional. Aplicacion podrán presentarse en forma permanente, disponible fondo.
  - Float Préstamo de Desarrollo Económico/La creación de empleo
  - HUD Seccion 108 Préstamos Garantizados

## HUD Objetivos Nacionales

Las actividades de proyectos de HUD CDBG de objetivos nacionales deben cumplir uno de los tres objetivos nacionales de HUD:

- Beneficia principalmente a las personas de ingresos bajos y moderados
- Ayudas en la prevención o eliminación de barrios pobres y insalubres o tizón
- Enfrenta una amenaza inminente para la seguridad o la salud pública

## CDBG-Guía de Elegibles

- Los solicitantes elegibles son ciudades y pueblos del estado de Washington con poblaciones menores de 50,000 o condados con poblaciones menores de 200,000 que son jurisdicciones que no reciben asistencia financiera directa o no son participantes en un Consorcio de Asistencia Financiera Directa del Condado Urbano de HUD.
- Naciones indias y organizaciones con propósitos especiales, tales como autoridades de hogares públicos, estritos portuarios, agencias de acción a la comunidad y consejos de desarrollo económico, no califican para solicitar directamente financiamiento al Programa de CDBG. Sin embargo, jurisdicciones que si califiquen pueden optar por incluir naciones indias o otras organizaciones en actividades financiadas por una subvención.  
 Los solicitantes pueden presentar una solicitud en cada ciclo del financiamiento. La excepción es los solicitantes de asistencia micoenterprise pueden presentar dos.

## **Requisitos de Participación Ciudadana Federal Para Solicitantes del Gobierno Local al Programa de CDBG**

Regulación Federal 24 CFR 570.486(a)

- (a) *Requisitos de participación ciudadana de una unidad general del gobierno local.* Cada unidad general del gobierno local, debe cumplir los siguientes requisitos como es solicitado por el estado, en el Sec. 91.115(e) de este artículo.
- (1) Contribuir y motivar a la participación ciudadana, particularmente en personas de recursos bajos y moderados quienes residen en condiciones precarias o áreas insalubres y áreas donde el Programa de CDBG tiene como objetivo apoyar con financiamiento;
  - (2) Asegurar que los ciudadanos tengan acceso oportuno y suficiente a reuniones locales, información y estadísticas relacionadas a la unidad de gobierno local que ha sido propuesta o que utiliza los fondos de financiamiento del programa de CDBG;
  - (3) Proveer información a los ciudadanos, incluyendo:
    - i. La cantidad de financiamientos del de CDBG que se espera sea otorgada en el año fiscal en curso (incluyendo las subvenciones y los ingresos anticipados del programa):
    - ii. El tipo de actividades probables a llevarse a cabo con el financiamiento del de CDBG:
    - iii. La cantidad estimada de financiamientos del de CDBG propuesta para ser usada en actividades que cumplirán con el objetivo nacional de beneficiar a personas de bajos recursos económicos; y
    - iv. Las actividades propuestas del programa de CDBG que son probables de resultar declinadas y la unidad general de gobierno y los planes de reemplazo requeridos bajo el Sec. 570.488
  - (4) Proveer asistencia técnica a grupos representativos de personas de bajos y moderados recursos que soliciten ayuda en el desarrollo de sus propuestas de acuerdo con el procedimiento desarrollado por el estado. Dicha asistencia no incluye proveer financiamiento a tales grupos;
  - (5) Participar en un mínimo de dos audiencias públicas, cada una en diferentes etapas del programa, con el propósito de obtener puntos de vista de los ciudadanos y responder a propuestas y preguntas. La audiencia en conjunto debe cubrir las necesidades de casa y desarrollo en la comunidad, desarrollo de actividades propuestas y la revisión del cumplimiento del programa. La audiencia pública que cubre el desarrollo de la comunidad y las necesidades de casa debe ser llevada a cabo en la fecha y lugares convenientes a beneficiarios actuales a potenciales, con lugares accesibles para discapacitados. Las audiencias publicas deben llevarse a cabo de cierta forma que cumplan las necesidades de residentes que no hablen Inglés ya que se espera que un numero razonable de estos participe en el programa.
  - (6) Informar a los ciudadanos con suficiente anticipación, y oportunidad de comentar al respecto, sobre actividades propuestas en solicitud al estado y, por subvenciones ya efectuados, actividades que sean propuestas para agregarse, eliminarse a ser cambiadas substancialmente de la solicitud de unidad general de gobiernos locales al estado. Cambiadas substancialmente significa que los cambios sean en términos de objetivo, alcance, lugar o beneficiario, como es definido bajo el criterio establecido por el estado.
  - (7) Proveer a los ciudadanos la dirección, el teléfono y las fechas y horario para entregar quejas y objeciones, y proveer oportunas respuestas por escrito a quejas entregadas por escrito, dentro de los primeros 15 días hábiles, cuando así pueda aplicarse.